

NATIONAL EDUCATIONAL SECRETARY



February 1958
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*"The highest reward for a man's
toil is not what he gets for it,
but what he becomes by it"*

— John Ruskin



Symbol of Friendship

NATIONAL EDUCATIONAL SECRETARY

A professional magazine for Secretaries, Clerks, Bookkeepers, Administrative Assistants in Educational Offices
and the official publication of

The National Association of Educational Secretaries

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

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THE REGIONAL CONFERENCES:

Santa Barbara, California, February 21-23, 1958

Milwaukee, Wisconsin, April 11-13, 1958

THE INSTITUTES:

At Boulder, Colorado, July 7-19, 1958

At East Lansing, Michigan, July 21-25, 1958

At Austin, Texas, June or July, 1958

NAES Is Glad To Be A Department of NEA

This is the "Thank you, NEA" issue of *THE NATIONAL EDUCATIONAL SECRETARY*. You can hear, from educational secretaries all over the United States, a chorus of voices expressing our appreciation to the National Education Association for our place in its departmental structure.

It was in 1946 that the educational secretaries became a Department of NEA. From that group of 41 members organized into an association in 1934 by Louise Henderson Nelson, we had grown in membership and stature and were ready to become a real professional educational group.

The list of "helps" that NEA has given us is a long one. Dr. Lyle W. Ashby, Assistant Executive Secretary for Educational Services, presented our financial condition to the NEA Board of Directors and they very generously gave us a \$2,000 grant to help publish our first book, *FILE IT RIGHT*. It was Dr. Frank W. Hubbard, Assistant Executive Secretary for Information Services, who has given us much of his time and energy in all our publications, *FILE IT RIGHT*, *BLUEPRINT FOR ACTION*, and *ACTION AND REACTION*. This last book we co-published with the National School Public Relations Association, another Department of NEA.

The NEA Research Departments helps us send out the questionnaires to secure the information for our publications. The NEA Mailing Department helps us distribute our publications to other than NAES members at a reasonable cost.

As we hold our annual convention at the same time and place as the NEA Convention, we receive the same support and cooperation as the other members of the departmental family. NEA is pleased with our summer Institutes for Educational Secretaries and with our adoption and the success of our Professional Standards Program for Educational Secretaries.

But let me give you two more close-to-heart illustrations of our kinship with NEA and its wonderful staff.

It has been the privilege of several of NAES officers to meet with the officers of the other departments each year in the NEA building in Washington, D.C. These meetings are held for the purpose of integrating the work of all the departments and for the offering of suggestions for the better operation of NEA and the various departments. The NEA has paid the major portion of transportation cost to bring two of our officers



Frank W. Hubbard
Assistant Executive Secretary
for Information Services
NEA



Lyle W. Ashby
Assistant Executive Secretary
for Educational Services
NEA

to these departmental meetings. Through these meetings we have become acquainted with the officers of the other departments and have had the opportunity to talk over mutual problems. Last year when NAES president, Corinne Messenger, and I attended this meeting it was gratifying to see that members of other departments were pleased and impressed that educational secretaries were an active part of NEA.

And, as you may know, NEA has announced an Expanded Program of the NEA. At its Centennial Convention in Philadelphia in 1957, the NEA delegates by an overwhelming vote of more than four to one endorsed the Proposed Expanded Program of dues and services. The basic membership fee in the NEA is now \$10 instead of \$5 but this increased fee will provide better and additional services to the members, promote the welfare of teachers and all educational personnel so that we can get and hold able people in our profession, and carry the story of the role of education in modern society to the public.

When I wrote to Dr. Hubbard for a special article on this Expanded Program for this issue of the magazine, he wrote right back saying Yes, of course. Then he paid us what I thought was a wonderful compliment and illustrates better than any other words our unique kinship with NEA:

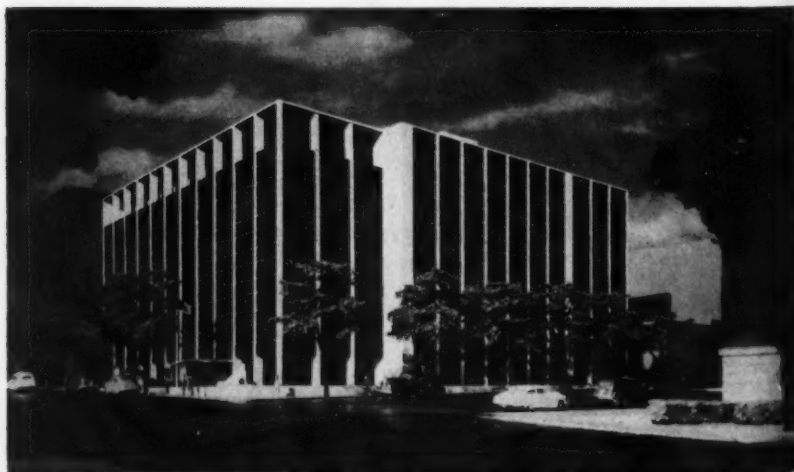
"In asking for an article you have demonstrated what I have said many times around the staff: 'That NAES gang is really interested in the NEA. I wish many other departments would tie in as well with the total NEA program.'"

So, this magazine presents, as its lead article this month "Mr. PEP Gets Around" by Dr. Hubbard to explain the Proposed Expanded Program. You will like, I think, the two articles by the two fourth-grade teachers, Mrs. Baker of Burbank, California, and Mrs. Linden, of Roseville, Minnesota. You will find the article on science and education by Mr. Berg of St. Paul to be both timely and interesting.

And, as you read the other articles included in this issue, realize how we can repay NEA and do the most to support it as it supports us: As an Educational Secretary, send in your NEA dues promptly! Dr. Hubbard says, "In fact I think that educational secretaries could have a wholesome effect upon many classroom teachers and administrators."

Your NEA dues are \$10. Send them to 1201 Sixteenth Street, N.W., Washington 6, D.C. Yes, NEA, we will!

—Rachel Maynard
Editor



The NEA Educational Center



The President's Message

CORINNE MESSENGER

President

National Association of Educational Secretaries

THE NATIONAL EDUCATION ASSOCIATION AND THE EDUCATIONAL SECRETARY

National in scope, in unity, and in endeavor is the NEA. Its long arms reach to the far corners of our country and then extend beyond. The NEA embraces our nation with the thought of helping all our people in every phase of educational endeavor. Its current effort on behalf of science is typical of its interest and indicative of its rise to emergencies.

Education for the children of the parents of the USA is the purpose and the business of the NEA. It has completed with credit and with honor one hundred years in this business, and it has increased in strength and in stature with every one of these years. It urges the various nationwide organizations — civic, service, fraternal, religious and trade—"To Consider Education in a Changing World," and it has placed a bulletin of this name in the hands of eight hundred of these organizations so that they can take the lead in spreading the knowledge of the necessity for education to match "a Changing World." The NEA will be better able to help the teachers to help the children the next hundred years with the accumulated knowledge and strength and enthusiasm generated by its first hundred years.

Association of the teachers for the purpose of helping each other to give to the children the best of education through their combined experience and judgment is the base and foundation of the NEA. The thought of "association" for strength was old in the days of the fable when the father showed his seven sons, using a bundle of sticks for his illustration, how they could be broken, separately—one by one—, when they could not be when they remained bound together.

Secretaries in the field of education have the unique privilege and honor of serving with the teachers, of assisting in the teaching profession, which is second only to that of the ministry in point of service to humanity. Educational secretaries are proud of their part in the educational profession, and exert every effort to cooperate with the teachers and the administrators so they may better serve the children and the community.

The NEA embraced the National Association of Educational Secretaries when it accepted this association as a Department in 1946. Every member of a Department is supposed to be a member of the NEA. Pride in her work and in her professional standing in her work, interest in the work of her administrator and the teachers in her school, a real desire to know what is going on in the "changing world of education" for the children with a desire to be a part of it, and a sense of gratitude to the NEA, itself, for all it has done for the NAES (which is another whole story) should all contribute towards bringing about membership of every educational secretary in the National Education Association.

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GREETING TO NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES



DR. LYMAN V. GINGER
President
National Education Association

The development of public education in the United States is almost synonymous with the growth and development of teaching as a profession. From a modest beginning came education for all people and the forces that shaped that beginning also shaped the National Education Association.

As the NEA has grown over the last century — working to meet the needs of education — more and more persons in educational services became allied with it in the name of progress for education.

So it is with the National Association of Educational Secretaries. From a modest beginning in 1934, there has been a constant, steady growth in interest and professional status among educational secretaries.

The NEA welcomes this awareness because the educational secretary is one of the most important components in the local school system or individual school in which she works. She is often the first and sometimes the only person the public meets in its contacts with the local schools.

When new-in-the-community Mrs. Jones arrives at the school to enroll young Jimmy, it is the educational secretary who puts her at ease and gives her help. When businessman—Mr. Brooks calls on the phone to find out details about the new course in which his daughter is enrolled, he talks to the educational secretary first. The educational secretary, then, is often the symbol of the entire school system to the public.

As the NEA enters its second century, it is more important than ever before that its members and departments be concerned with working toward a better profession.

The hundred year mark for any organization is a time to look back. But more important, it is a time to look to the future. I think the NEA's theme for this year does this looking ahead and that it is one that involves us all. It is "Our Future Goes To School Today."

In the opening years of the second century of the NEA, it will be the job of each member of NEA and each department to work together. We will work to plan and coordinate our efforts to make sure that our education is quality education and that instruction is well considered to solve the the problems of a changing society. The NEA is fortunate to have the cooperation and aid of the National Association of Educational Secretaries as we grow in purpose and achievements in this second century.

President Ginger Lays Cornerstone of New Building

Under a clear blue autumn sky, the cornerstone for the National Education Association's \$7 million Education Center was lowered into place in the third unit of the structure, Sunday afternoon, November 17.

Secretary Marion B. Folsom of the U.S. Department of Health, Education, and Welfare, in extending greetings to the gathering, remarked that recent developments have brought "all kinds of suggestions" for revamping the American system of education. He said that changes would be made only after careful study.

NEA President Lyman V. Ginger, whose address was titled "As the Association Enters Its Second Century," set forth a seven-point program for the improvement

of American education which would include: more public information on the meaning of "adequate education," improved teacher recruitment practices, better teacher welfare programs, proper prestige and status for the teaching profession, improved international relations programs in our schools, and more research into the educational needs of the future.

The entire NEA Headquarters structure, which is set for completion late in the summer of 1958, will contain over 130,000 square feet of combined office and storage space. The NEA Building fund has been built up by thousands of classroom teachers and school administrators through pledges.



Dr. Lyman V. Ginger, NEA President, taps the cornerstone in place with advice from Hon. Marion V. Folsom, Secretary, U.S. Department of Health, Education, and Welfare, and Dr. William G. Carr, NEA Executive Secretary. Cornerstone was laid on November 17, 1957.

... The NEA Expanded Program

Mr. PEP Gets Around

by

DR. FRANK W. HUBBARD
Assistant Executive Secretary
for Information Services
National Education Association
Washington, D.C.

SALLY, Superintendent Topper's secretary, dropped the telephone wearily in place. After six calls she had failed to find a substitute for the Fifth Grade at the Washington School.

She looked over at Polly, her assistant, "Sometimes I wish we required all substitutes to stay home in the mornings. When they go shopping I can't reach them."

"Maybe we should just tell all the teachers that no one is supposed to be sick," offered Polly.

"Why don't you have several substitutes report in each morning and then you would know the ones who will be available," said a strange voice from the door.

"Huh? What? Oh—I didn't hear you come in. Are you a salesman?" Sally had her bifocals now focussed on a middle-aged man who was standing just inside the office.

"No—I am not a salesman. I am Mr. PEP of the National Education Association. Would it be possible for me to see Mr. Topper for a few minutes?"

By this time Sally was dialing the next number. "Don't think that Mr. Topper can see you this morning. Maybe you could see Mr. Jones, the Business Manager. No one is answering—I'll have to try the next one."

Mr. PEP had dropped in a chair near Polly. She smiled brightly, "I know that the National Education Association is the NEA." That stopped Mr. PEP for a few minutes for usually it was explained the other way around, but he managed to say, "How right you are."

"I know some other things about the NEA," beamed Polly. "Mr. Topper is a member. Not only that, he writes letters every week or so asking for information.

I write the letters—using a dictionary, of course, to spell the hard words."

"Do you ever get replies to your letters?" asked Mr. PEP.

"Oh yes, we hardly turn around sometimes before we have the information we need. Of course, sometimes they tell us that there is no information. I suppose they just run out of facts or maybe they want to write to someone else part of the time."

"I imagine that the Washington staff enjoys answering you whenever it can but there are some fields where we lack information or even staff to find the facts. We hope that the new Expanded Program will help us to help you more."

Polly wrinkled her brow, "What is this Expanded Program? Now I know you have something to sell. Is it a new book?"

"Sh," warned Sally, "I think I have a nibble. Yes, yes — Miss Jones? This is Superintendent Topper's secretary and I am calling to see if you can substitute at the Washington School today. Oh—good! You have been there before. I'll call the principal and say he may expect you in 30 minutes. Thank you, goodbye." Easing the phone into place, "Now Mr. PEP, what did you say about an Expanded Program?"



"Well — I should like to tell you both about it while I am waiting to see Mr. Topper. I promise not to stay long, just want to say 'hello' before leaving town."

"Mr. Topper is now in conference with a parent, he speaks at the Rotary Club at noon, the Board meets this afternoon . . ." Sally's voice trailed off as she waved her hands in the air.

Mr. PEP knew that he was going to have to talk fast. "I just thought that you and Polly might like to hear a bit about the Expanded Program. You see I have seen your NAES booklet *ACTION AND REACTION* so you don't have to convince me of the importance of educational secretaries. God bless 'em, we need a lot more of them and the NEA would like to help you folks with more and better handbooks. In fact our profession needs to step up its efforts all along the line — that's the Expanded Program. Here's a leaflet that summarizes some of the major areas:

● Public Relations

—increased use of the press, radio, TV, periodicals, and publications to help teachers and the public be better informed about educational problems, conditions, and possible improvements.

● Field Services

—more direct communication by staff with local and state education associations so as to help with familiar problems and identify news questions upon which the NEA should work.

● Instruction

—provide more conferences, publications, and assistance to individual teachers and local groups to help in the study of teaching problems and in the lifting of the quality of instruction.

● Legislation

—extension of activities whereby the unified voice of the profession can be brought to bear on federal legislation affecting students, teachers, school systems, and colleges.

● Lay Relations

—development of more effective cooperation with organizations of citizens to identify their interests in education and to guide their resources toward the improvement of educational planning.

● Welfare Services

—increased effort to make the profession more attractive for those who teach by promoting the use of better salary schedules, retirement systems, and programs of pre-service and in-service preparation.

● Research Services

—additional resources brought to bear upon professional and associational problems so as to throw more light upon conditions and make more factual information available for effective planning and action.

"Polly, when you talk about writing for information to the NEA Research Division you showed that your office had an investment in that area of NEA service. You see from this list that the Expanded Program provides for resources so as to serve better this office and the thousands of classroom teachers, principals, board members, and others who want them promptly."

"But Mr. PEP, take a look at the 'new look' of the *NEA JOURNAL* over here on the table. Visitors are always picking it up because of these colorful covers. I don't see the *Journal* on your list."

"Quite right, Polly, the *Journal* is not listed for no list of NEA services can be complete. Actually, the *Journal* serves all of the areas listed. It reports on legislation, gives ideas on instruction, summarizes research, presents articles on administration, record keeping, and office management. The *Journal* is the one NEA service that reaches every member. You may be sure that the Expanded Program will help the *Journal* staff to obtain better articles, improve layouts, and all the other features of an up-and-coming journal. I see here the *Proceedings* in its attractive format and several other publications of NEA departments. Our Publications Division is developing more attractive booklets for

(Continued on page 16)

Science and General Education

by

KENNETH A. BERG

Assistant Principal
Central High School
St. Paul, Minnesota



Mr. Berg received his B.A. from Macalester College in 1940 and his M.A. from the University of Minnesota in 1950. He has taught science at North Saint Paul, Minnesota, High School, served four years as a radar officer in the United States Navy during World War II, taught for six years in the Physics Department at Macalester College, taught physics for three years in the Saint Paul Public Schools, has been a guidance counselor, and at the present time is the assistant principal at Central High School in Saint Paul, Minnesota.

The modern public school system accepts all the children in its community just as they are—as individuals. The objectives are general and specific: general in the sense that certain goals are to be reached by all members of the group; specific in that other goals are sought by each individual within the group. As an individual in a democratic society, there are certain behavior patterns each person must acquire if he is to adjust to the varied personalities within this society and this must be done while he is achieving at his own level within the limits of his ability. We are educating young people who will go into professions, skilled trades, and the area of unskilled labor. This is a striking contrast to public education thirty years ago when the entire system was geared for the individuals who were entering the professions regardless of the fact that the vast majority of the students

would terminate their formal education at the secondary level.

When we think of a science program in public education today we must remember that its reason for being included in the curriculum is to contribute to the general educational background of the student while it is contributing specifically to the scientific background of this student. This means that while we are giving the student certain facts and information that we expect him to master, we also hope that as a result of doing this he will acquire certain attitudes and appreciations that will carry over into all areas of living and thus make him a better adjusted individual. This should be true for the student who will terminate his formal education at the end of high school as well as for the student who plans to continue his education in college in scientific or other areas.

Comprehensive Science Program in Saint Paul Schools

We have such a science program in Saint Paul. It is a comprehensive science program in terms of the breadth of the offerings and in terms of depth in specific subject matter areas. At the Junior High School level—through the ninth grade—the program is developed so as to give the student a chance to get a broad experience in science without regard to specialization in any one subject matter area. This general science course is designed to allow the student to explore science in its broadest aspects. The objective of the course is to provide for the needs of all students; those with scientific aptitudes as well as those with aptitudes in other areas. This philosophy is projected into the more specific science areas in the senior high school, too, for the development of problem solving techniques and the development of scientific attitudes are as important to the non-scientist as to the scientist.

For the student who is thinking of sci-

ence as a career, the senior high school program in science is geared to provide the foundations necessary for the student to move into scientific study at the college level. In schools where the demand is great enough, separate sections are set up in chemistry and physics with the emphasis on a college preparatory type course. The students who enrolled for these courses do so after conferences with their counselor and the math and science teachers. We rely heavily upon the guidance departments to help in directing into the scientific areas those students who have a real aptitude for science and who have the mental ability necessary to succeed in these areas.

It is not our desire that *all* people take the traditional mathematics and science courses or that we try to make scientists or mathematicians of all the students. With the proper guidance it is possible to counsel many students away from science or mathematics courses in which they do not belong because of lack of the mental ability necessary to succeed or lack of interest and motivation in science or mathematics. With this type of guidance we avoid failures in these subject matter areas and at the same time give course work in mathematics and science to many boys and girls who will never use it beyond high school in a professional way. This is not because of their inability to master the work in science courses but because their interests lie in other areas, or that they are discouraged from pursuing scientific careers *after* they leave high school. The mortality rates in the first year of many of our scientific institutes will bear this out.

In the smaller high school where the demand is not great enough to warrant special sections in mathematics and science courses for those who are planning to enter college it is the responsibility of the teacher to make his course fit the needs of all the students in the class. This means the teacher must have a working knowledge of the individual differences within the group and the ability to adjust to these differences.

Courses for Non-College Students

The changes in the science curriculum that have taken place in the last twenty years have been directed toward offering a broader series of courses for those stu-

dents who are *not* going to college. This group represents the major part of our public school population. This trend has led to the introduction into the secondary school curriculum such courses as consumers math, practical math, shop math, practical science, health and safety, conservation, and others. Many of the people who do not plan to go on to higher education will still take the more traditional and rigorous courses in science and mathematics because these courses present a challenge to them. Thus we are giving science and mathematics to many students who do not need it in their life's work.

There has been much criticism of the teaching of science and mathematics in the secondary schools from various corners of our academic and non-academic world in the past few years. Much of the blame for the shortage of science and mathematics personnel has been placed on the secondary school, and in most cases the accusations are unjust and contribute nothing to the solution of the problem of the shortage. In Saint Paul all science courses are elective, and the enrollments are holding their own against other subjects as well as keeping up with the percentages of years gone by. At the present time 51.4 percent of all students from grades nine through twelve are enrolled in some type of mathematics courses; 49.8 percent of the same group are enrolled in some type of science course. This far exceeds the percentage of students who would enter scientific professions even from a college student body.

Comparison of Enrollments

The Department of Education, Health, and Welfare of the United States Government reports on enrollments all over the United States. It is interesting to compare Saint Paul enrollments in science and mathematics with the United States high school population. In mathematics, for example, the United States figures show that the number enrolled for algebra is 65.9 percent of the students in the ninth grade, the grade in which algebra is normally taught; in Saint Paul algebra enrollments represent 63.8 percent of the ninth grade. In Saint Paul, however, 30.6 percent of the ninth grade is enrolled for a course in consumers math, a lower level course for those who do not have the ability or apti-

tude for algebra. In plane geometry the national figures show that the enrollment represents 38.4 percent of the tenth grade, the grade in which geometry is normally taught; in St. Paul the plane geometry enrollment represents 45.4 percent of the tenth grade. On the national level higher algebra enrollments are 27.6 percent of the eleventh grade, the grade in which this course is usually taught; Saint Paul enrollments show 24.3 percent of the eleventh grade enrolled in higher algebra. Solid geometry and trigonometry enrollments are 6.7 percent of the twelfth grade enrollments nationally; in Saint Paul 14 percent of the twelfth grade. This higher percent in higher mathematics in Saint Paul is undoubtedly the result of fine counseling of students at the lower level courses.

In the science enrollments the comparisons are very similar. For the United States high school population the enrollment in biology represents 72.5 percent of the tenth grade enrollment, the grade in which biology is normally taught; in Saint Paul biology enrollments represent 60 percent of the tenth grade students. For the entire United States 32.1 percent of

the eleventh graders are enrolled in chemistry; in Saint Paul chemistry is offered in the twelfth grade and the enrollments represent 40.7 percent of this grade. Physics enrollments for the nation are compared with the twelfth grade enrollments and represent 24.1 percent of this grade. In Saint Paul physics is offered in the eleventh grade and the enrollment represents 33.6 percent of the students in this grade.

In comparing these figures with twenty and thirty years ago, one must remember that many changes have occurred since then. The curriculum has been broadened a great deal which means the elective subjects are bound to be affected. In the past few years the holding power of the high schools has increased sharply also. This means that youngsters who would have quit school when they reached sixteen are now staying to graduate. These youngsters tend to move into the more practical areas of vocational education rather than the pure science areas. Thus the numbers in pure science courses have increased very greatly even though the percentages may

(Continued on page 14)



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indicate no increase or even a slight drop. There are more youngsters taking better courses in mathematics and science in Saint Paul now than ever before.

Student Developmental Program

Many feel that the modern school neglects the gifted student and that this is more true in science than in any other area. To fill this gap the Saint Paul Public Schools launched an experiment known as the Student Developmental Program in mathematics and science. This is a program in which the students are given more of science and mathematics in the same period of time as the regular student. Thus the gifted get a greater breadth and depth parallel to their greater ability.

The students are selected for this program in the eighth grade. The basis for selection is a composite of past performance, a comprehensive testing program, native ability, interest in science, and general intelligence and adjustment. All eighth graders in all private, parochial, and public schools in the city are eligible.

This science course has been modified to fit the ability level of the group. During the ninth grade the student gets what is called a "biology-centered" general science course where he studies biology and the other sciences as they are related to biology. During the sophomore year it is intended that he shall study a chemistry-centered course, during the junior year a physics-centered course and the senior year will be reserved for seminar work or for advanced study in one of the areas according to the student's interest. The math courses are being changed correspondingly so that they will fit into the science program as well as maintain the student's interest in mathematics. The object is to challenge the gifted student constantly so that he will broaden his experiences in math and science and maintain his interest in the science and math areas rather than to accelerate him so that he finishes college work while in high school. The program has been in progress now for a half year and it holds great promise.

The present concern over the Russian advances in science should be a good motivating factor to improve science teaching at all levels from the elementary school through college. We should not, however, let this change our high school program

so that we have a curriculum that is over-balanced toward the sciences. At the secondary level science must be one of the *many* experiences that the student should have. One measure of success in our public schools will be the maintaining of a well-balanced science curriculum, but this must be a part of the total objective of the whole curriculum. The success of our public schools will be reflected not only in the scientists we produce but in the attitudes of the entire community. The moral, cultural, and civic leadership demonstrated by the individuals within a community are the results of our educational effort. The present results are very gratifying and the future promises continual educational growth.

THEY FILE IT RIGHT NOW (A TRUE STORY)

The filing system was inefficient and impractical. Then one day "Nancy" showed the principal a copy of *FILE IT RIGHT* published by NAES in 1953, and suggested that the files be converted to conform to the manual. He agreed, and "Nancy" proceeded to change labels and shift folders, even giving up a holiday to work on the project. The principal was so impressed with the new system that he felt it should be used in all the high schools in the city. "Nancy" was assigned the task of describing the system at a meeting of high school principals and the Assistant Superintendent in charge of Secondary Education. With the help of the *File It Right Manual* and a complete set of the new Smead *File It Right* guides and folders (which the Smead Manufacturing Company had obligingly loaned her for the demonstration) "Nancy" succeeded in persuading the group to recommend the adoption of the *File It Right* system for all high schools in the city.

This "Nancy" is Helen E. Lund, Chief Clerk at Washburn High School, Minneapolis, Minnesota. If your files are not up to standard, if you have trouble classifying items or deciding what to keep and what to dispose of, you should get a *File It Right* manual. It costs only \$1.50 per copy and may be ordered from the National Education Association, 1201 Sixteenth Street, N.W., Washington 6, D.C.

Foreign Language for Fourth Graders!

by

MRS. LILLIAN LINDEN

Principal, McCarron's Lake School
Roseville, Minnesota



Mrs. Lillian Linden, Principal of McCarron's Lake School in Roseville, Minnesota, is a graduate of the University of Minnesota, and has taught French and Spanish in both rural and city schools in the State of Minnesota, being at the same time principal of the school where she taught. She is the grandmother of six children all of whom speak French and English.

American uses for foreign languages have increased phenomenally in the last decade, and insofar as anyone can read the future, those uses will continue to increase as more and more Americans travel abroad and more and more foreigners visit our shores.

Now what about the quality of our education during the next 20 years? There is little doubt but that science and mathematics will hold a great emphasis, but how about the enrichment in art, in music, and in literature, in all those occupations which we broadly call cultural?

The average work week has decreased and with these new hours of freedom from toil, will our citizens of tomorrow spend their leisure time to promote happiness? What a great advantage to have started pupils at an early age with an interest in foreign shores—their language, habits, and way of life!

President Eisenhower has emphasized the importance of our nation taking the lead in developing, in our schools, a stronger program in science and foreign language.

At McCarron's Lake School, Roseville, Minnesota, the 4th, 5th, and 6th grade pupils have for the past six years shown an enthusiastic and interested attitude towards Spanish and French. They seem to learn the language very easily and accurately at this early age, and they are more than willing to keep up in the other academic subjects as well. It first began when we were fortunate enough to employ a Spanish teacher, Mrs. Margaret Gonzalez, as a regular teacher on our staff. She came to us with high standards of teacher certification and adequate training to teach Spanish. With encouragement from the principal, who had a major in French and Spanish at the University of Minnesota, Mrs. Gonzalez went to Superintendent Emmet Williams and asked to include Spanish in the curriculum for a very short period each day. It is simply as an experiment and no fundamentals would be neglected—teaching Spanish as an incidental subject and to pupils who could derive something from it.

The program was very popular with both the parents and the pupils. Very young children are language conscious and language curious by nature. Later in life, language learning has to be carefully motivated or the effort resulting from interest may not be forthcoming.

At McCarron's Lake School, with the use of the tape-recorder, we have programs that are repeated from time to time. Now with television even more can be accomplished.

Before we place a book in the hands of a pupil, we spend considerable time on conversation. Pupils say in Spanish or French the action they are performing. For instance, teacher says, "Fermez la porte" (close the door). Pupil's response, "Je me leve" (I stand). "Je marche vers la porte" I walk towards the door). "J'ouvre la porte" (I open the door). "Je marche vers le pupitre" (I return to my desk). "Je m'assieds" (I am seated).

In this way, pupils give a more accurate pronunciation than if they saw the written word. They think in the new sound symbols. In the same manner in both the French and Spanish classes, pupils bring into their vocabulary articles of clothing, food, and materials in the classroom. They learn courteous introductions and *savoir-faire* for tourists. During the lunch period we endeavor to use the foreign language as much as possible. It is the most natural time to learn the names of foods, table utensils, and how to express pleasure, likes and dislikes of foods.

Mrs. Gonzalez writes a brief message about her work here in Roseville:

"Buenos dias, muchachos, hace buen tiempo esta dia?" So begins our day at McCarron's Lake, grades three and four, our class president presiding, in Spanish. "Juro—lealtad a la bandera"—I pledge allegiance to America—in Spanish.

"It's fun to count, give plays, dance, sing Mexican cowboy songs, too. Twice a week we try to have a genuine review and Spanish lesson. We read from our Spanish books, Juan y Maria, libro uno, dos y tres.

"Many Junior Red Cross Albums have been sent to South America and France, because of our pupils' interest in languages. Each page contained a few sentences or paragraphs in the language of the country to which it was sent.

"The holidays take on a special hue when we sing songs in Spanish, play games, and extend birthday greetings in Spanish. We are about to learn carols in Spanish and prepare for our Piñata—Mexican Christmas game.

"True, we do not have a continuous program, but the little association the pupils have with a language other than their own is very enhancing. It has broadened our understanding of people beyond our border. We hope that it will leave a desire for the children to study a foreign language when they have an opportunity."

Thanks are due to our colleagues here at McCarron's Lake School, who have been so interested as to take courses in foreign languages so as to make this a continuing study. A principal has the opportunity of direct contact with pupils, classroom teachers, and parents. They have helped us to evaluate our materials and methods. For instance on Mexican Independence Day, the Spanish class partici-

pated actively in the Mexican program at the St. Paul Auditorium, at which time Mexican-Americans from all over the State of Minnesota were present. Our pupils were thrilled to be in this Spanish atmosphere. On several other occasions the class, accompanied by the parents, put on demonstrations of songs, folk dances, games and plays to reenact their classroom activities.

In summary, the objectives for the teaching of foreign languages in the elementary school here at McCarron's Lake School have been:

1. To help children acquire an accurate pronunciation and to enunciate their words clearly.
2. To awaken in children an interest in another people, their language, customs, and habits.
3. To help pupils acquire language skills of value to them in their general education, and to help them become interested in foreign lands.
4. To teach children, in an accurate manner, a foreign language at an age when it can be more easily assimilated.

A foreign language is merely a means to an end, rather than an end within itself. We feel that the teaching of foreign languages in the 4th, 5th, and 6th grade has been an excellent project and worthy of further experimentation.

MR. PEP—

(Continued from page 10)

use with lay groups, to help teachers with instruction, and to provide field workers with ammunition as they visit various parts of the country."

"I don't believe a word of it," said a voice. "Hello, Mr. PEP, it's good to see you. We're sold on the NEA around this office. I've been especially pleased with the TV programs and the magazine articles which the NEA has helped to produce. And these young ladies are always hauling out the *NEA List of Publications* and urging me to buy something. I am glad that they are interested in the NEA and in the National Association of Educational Secretaries. I would be sunk without this office staff.

Mr. PEP shook hands and followed Mr. Topper into his office. "Adios," he waved to Sally and Polly, "thanks for listening."

We Visited a Mission

- - An Educational Field Trip

by

MRS. JEAN BAKER

Joaquin Miller Elementary School
Burbank, California



Since Mrs. Baker has been so successful in using educational field trips as a vital tool in the learning process for her thirty pupils, we asked her to tell us how she planned one of her trips and to describe what the children learned. Mrs. Baker has been a fourth grade teacher in Burbank for the past nine years.

A moment of surprised silence and then,

"You mean we get to take a bus trip to a real Mission?"

Since this was to be the first school trip for these children, much ground work had to be laid preliminary to the announcement of the trip.

The children had been studying about early California, about the first explorers along the Pacific Coast, and why forts and missions were established in this new land claimed by Spain.

To make their learning experiences more meaningful, the children acted out some of the events. To do this, they found there were many things they needed to know about mission life itself and that they would have to do some research.

Sources of information were discussed, such as books, films, pictures, etc. One child casually mentioned that a visit to a real mission would be a good source. Bless his heart! I had decided earlier to take the trip, but I wanted the children

to feel it was their idea as an outcome of their needs.

While the main objectives of this trip, stated in educational terms, were to make a comparison of early California days with modern California times and to show the influence of the Mission period, the children wanted to know how the early settlers lived, what they ate, how they built their buildings and where they got their building materials—adobe from the surrounding land, tile from clay deposits—how they made their clothes from the wool of the sheep they raised, etc.

After the objectives of the trip were decided upon by the principal and myself, I composed a letter to be sent home to the parents. This letter had a two-fold purpose: to give the parents the necessary information about the trip and to make them realize that the trip was for a definite purpose and not just a joy ride.

I contacted four mothers who were willing to go on the trip to help supervise the children and who were willing to spend extra time in planning. In order to keep track of the children, I made name tags to be worn on the trip, a different color for each mother and her assigned group of children.

A week before the actual trip, one parent and I went out to the San Fernando Mission to plan what the children would see, to decide in what order to go through the Mission, and to note drinking and lavatory facilities. At that time I made a check list of things the children would see. Later this was typed and run off on the Ditto machine so that each child would have a copy.

Meanwhile, in the classroom, the children were making their own plans. They worked out a list of safety rules for the bus and at the Mission.

The mothers were invited to come to listen to the planning of what the children

hoped to find out at the Mission. As the children asked the questions, I listed them on the board. One child very seriously wanted to know, "Where did they go to the bathroom?" His question was listed with the others with some misgivings on my part. It worked out nicely, however, the next day when his question was eliminated because another general question covered it.

After we had listed sixty questions on the board, the children felt they had too many questions so they decided to eliminate the unnecessary ones.

That afternoon the mothers stayed after school to go over the final plans for our trip. The parent who previewed the trip was helpful in telling the other mothers what to look for. We also discussed the check lists, name tags, etc. The mothers seemed to be very enthusiastic about their participation in the trip.

The next day the class grouped the sixty questions into subjects such as food, clothing, shelter, etc. Then all the unnecessary questions were either eliminated or consolidated with other questions. The final count was 28 questions which seemed to satisfy the children, but wore out the teacher in the process!

On the day of the trip, we reviewed the questions and safety rules. The mothers were given the name tags for their group. They in turn called the children in their group and helped pin on the tags. Each child carried his own check list. Finally we were ready. We boarded the bus and headed for the Mission.

Just before we got off the bus, I told the children that several of the doors in the Mission had a small round hole near the bottom. I wanted to see who could guess its purpose. This was a bonus question. A great deal of curiosity was stimulated and many guesses were given later.

The children and the adults were very impressed with what they saw in the Mission. The fact that they had specific things to look for, such as the thickness of the walls, hand-hewn beams, hand-made nails, wooden water pipes, etc., made the visit much more meaningful than just a casual visit. I've found the retention of things seen is greater if handled this way.

The children had discussed previously how they should act in the chapel. Every-



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one showed the proper respect, and the Catholic girls were given hastily gathered Kleenex by the teacher to put on their heads as improvised hats.

After an hour and a half of looking and learning, a more tired but learned group were ready to board the bus for school and lunch.

In the afternoon, the children evaluated what they had found out at the Mission. Not all of the questions could be answered, so it was decided to form committees and do further research.

After the discussion, the children told what they thought the hole in the door was for. Some of them guessed it was to let in air. Others guessed it was to help unlatch the door if it got locked. You could reach up and unlatch it from the inside they said. (How this could be done from the bottom of the door did not en-

(Continued on page 22)

Induction and Orientation Program



by

BETTYE R. WELLS

**Chief Clerk (Training), Personnel Division
Los Angeles City School Districts
Associate Editor, NES**

This is the second in a series of three articles on in-service training.

When is pay-day? When will I get a raise? How much vacation do I get? When can I take my vacation? Will I be paid if I am sick? How soon will I be promoted?

Do these questions sound familiar? In Los Angeles, we try to answer these as well as give other information through regularly scheduled orientation meetings. Meetings are held monthly for new office personnel in the administrative and business offices, and before school opens in September, during the Christmas and Spring vacations for employees assigned to school offices. Because the Los Angeles City School Districts cover more than 800 square miles, meetings for school employees are held in three or four different locations. Last year a total of 425 employees attended one of the 38 meetings held.

The purpose of these meetings, in addition to answering questions, is to provide information to help new employees understand how and why we operate as we do, and to help them understand their obligations and duties as well as their rights and privileges.

The three major areas covered in each two-hour meeting are:

1. Organization and functions of various administrative, business, and instructional units;
2. Work habits and attitudes; and
3. Working conditions, including obligations and benefits.

The first area includes information about the District — geographical size, number of schools and employees, total budget — to give an over-all picture. Sources of information about the organization are discussed, especially those that will be helpful in the daily work.

Under work habits and attitudes, em-

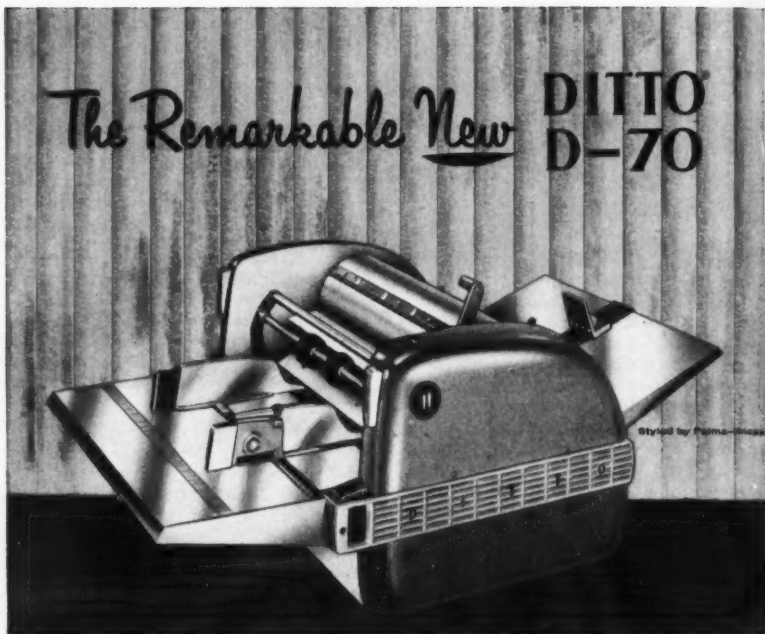
phasis is placed on service and willingness to do whatever is required for the good of the pupil in the classroom. Telephone and counter techniques are included, and references made to health, grooming, and personal characteristics that contribute to the success of office employees.

The final section of the lecture deals with working conditions. Since the Los Angeles City Schools have a merit system as provided by state law, there is considerable important information in this area. New employees are told about salary schedules, classification of positions, performance reports, and other personnel functions. Promotional opportunities are presented, as well as rules governing absence, illness pay, vacation, and similar matters of concern to the new employee. Benefits, such as the Suggestion Plan, the blood bank, credit unions, medical and hospital plans, and association membership are also discussed.

This year a more extensive program was offered for new employees who were recent high school or junior college graduates and who, in most cases, were on their first full-time jobs. With a number of new clerical positions being established July 1 (beginning of our budget year), a special recruitment program was conducted in local schools to fill these positions. The thirty-five new typists and stenographers met twice a week, for two-hour periods, during July and August. The first meeting each week was concerned with organizational and background material; the second meeting was devoted to work performance—practice on many of the duties that the trainees would be expected to perform on the job. Discussing the organization and responsibilities of various departments were many of the top

(Continued on page 35)

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The Professional Standards Program

"Do It Now!" should be the slogan of each Educational Secretary concerning her application for admission to the Professional Standards Program.

Within the nine grades and four options in Grades II through VII in the Education area there is a place for each individual. And, quoting from the Program brochure, "inherent in the program are possibilities for immediate recognition of the current status of an educational secretary and potentialities for her continued growth."

Have you asked for your application blank so that you may start your process of being awarded a Professional Standards Certificate at the next annual convention?

While many applications are completed or in the process of completion, there are many in the hands of educational secretaries that should be completed and returned to the office of the registrar as May 15, 1958 will be the deadline for clearing completed applications for certificates to be awarded in July 1958.

Any applicants planning to meet the educational requirements for a certificate by taking the tests will need to keep in mind that the application for taking tests on May 9 and 10, 1958, must be postmarked no later than APRIL 13, 1958.

The location of the Test Centers for May 9 and 10, 1958, are as follows:

Arizona:	University of Arizona Tucson
Arkansas:	University of Arkansas Extension Center Little Rock
California:	University of California Los Angeles
Colorado:	University of Denver Denver
Florida:	University of Florida Gainesville
Florida:	Florida Agricultural and Mechanical University Tallahassee
Illinois:	Northwestern University Chicago
Kansas:	University of Wichita Wichita

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Registrar of Standards Program
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Fayette, Missouri

Massachusetts:	Boston University Boston
Michigan:	Wayne State University Detroit
Minnesota:	Macalester College St. Paul
Ohio:	Kent State University Kent
Oregon:	University of Oregon Eugene
Utah:	University of Utah Salt Lake City
Virginia:	Longwood College Farmville

The number of test centers has been expanded for 1958 to make it more convenient for those who may wish to qualify under the test option. It will be necessary to have a minimum of ten persons applying for tests to be administered in each of the locations.

If you do not have a copy of the Professional Standards Program brochure which outlines the certificate requirements, ask the Registrar to send you one.

MISSION

(Continued from page 18)

ter their heads). Others decided it was a storeroom.

Since no one guessed the correct answer, I told them they could find it in one of the books in the room and I said, "Let's see who can be first to find it." Several days later, after much guessing, a little boy found the answer in the book. (In case you haven't looked it up the answer to the bonus question was: to let the cats in to catch the numerous rats in the Mission.)

The outcomes of the trip were far-reaching. I'm sure four parents were impressed with our school system and methods of learning. Other parents may have felt the same when their children enthusiastically recounted the trip at home that night.

As for the children, their keen interest and enthusiasm, their thirst for more knowledge, and their willingness to continue the research made the trip more than worthwhile.

Life's sunshine to you!

HERE'S hoping that 1958 will bring happiness to every one of you, School Secretaries!

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NANCY NATIONAL

ACTIVITIES, PLANS, AND PROJECTS OF THE
NATIONAL ASSOCIATION OF
EDUCATIONAL SECRETARIES

Attend a Spring Conference or a Summer Institute

by
ROSALIE KOLLARICH
Second Vice-President NAES
and
Associate Editor of NES

National Association committees have been at work for many months making plans for the two Regional Conferences to be held in Milwaukee, Wisconsin, and Santa Barbara, California, and for the Annual Convention and Institute for Educational secretaries to be held at Boulder, Colorado. There will also be an Institute at East Lansing and another in Texas.

In order that you might start thinking about your vacation self-improvement time, here is as much of the preliminary information about the conferences and institutes as is available at present. If you are one of the secretaries enrolled in the Professional Standards Program, you will know that there is no better opportunity to earn credits towards a certificate than by attendance at Institutes and by active participation in the work of the NAES and its affiliated associations; and you know, too, that this is not "work" but a source of great personal pleasure and enrichment.

REGIONAL CONFERENCE

Santa Barbara, California
February 21, 22 and 23, 1958

From Helen Fenner, First Vice President of the California Association of Educational Office Employees, comes an invitation to spend a short winter vacation in Santa Barbara, where a Regional Conference of NAES will be held on Friday, Saturday and Sunday, February 21, 22 and 23, at the Hotel Mar Monte. "The hotel is located on the beach," says Miss Fenner, "and has lovely rooms at a most reasonable price. The weather could be warm enough for swimming and it could be rainy. So rain togs are a must just in case California has a bit of her unusual weather." Here is the program as it is set up at present:

Conference Theme: "Service — the Key to the Future"
Friday

Registration, all day and evening
Chairman: Mrs. Veva Daley, Norwalk Scribes
2680 Rutgers Avenue
Long Beach, California

Smead's FILE IT RIGHT System is . . . Easy To Install . . . Easy To Operate

The installation and operation of Smead's File-It-Right System for schools is simple and logical, and can be done by the school secretary. Read the manual, "File-It-Right" and note that schools would need all the primary guides, however most schools would not need all of the sub-divisions, since some of the categories would not be required. Then there are items like *Student Records* which are kept on cards, and *School Accounts* which are kept in a register, and consequently would require no changes. On the other hand, there are sections and drawers of many existing school filing systems which would be placed, in their entirety, in the File-It-Right System. Such units would be, (1) State Department of Education, (2) Catalogs, (3) Bulletins and (4) Census Reports.

Before re-arranging a present filing system it would be well to study "Subject Classification" on pages 20 through 23 of the manual. Note that the words printed in capital letters are *Primary Classification Guides* or 1st position. See paragraph "A" to left of illustration on opposite side of this sheet.

The paragraph, captioned "B" "Secondary Classification, 2nd Position" pertains to the subjects listed under each main heading, or Primary Classification Guide. Most filing will be in the folders and pockets of this center section. Smead's File-It-Right System includes 100 folders, which will accommodate the filing of 75% of the categories. (See printed inserts included). Where greater capacity is required, use of the 1 $\frac{3}{4}$ " or 3 $\frac{1}{2}$ " expansion Vertical File Pockets is recommended.

The folders and pockets for the 2nd position are equipped with 4" angle metal tabs, as well as 140 printed inserts from

which categories may be chosen. A supply of orange, transparent celluloid window facings is also provided.

Let us now consider the 3rd position, see caption "C": "*Expansion of Secondary Classifications*". This is the section that can be expanded to meet individual needs. On page 20 of the Manual, under *ADMINISTRATION*, (The Primary Classification Guide) you will find *ADMINISTRATIVE BOARD* (in second position) and three sub-heads which are, (1) committees, (2) meetings, and (3) members, (3rd position). In this case most information will be filed in these 3 manila folders. All miscellaneous letters and documents should be filed in the folders bearing the insert "Administrative Board". Actually, "Administrative Board" serves as a guide, as well as a miscellaneous folder. Note therefore, that any subject in the 2nd position can be expanded in this same manner. In other words the 3rd position is for expansion purposes to meet individual needs. Plenty of Spi-Roll labels are included.

Note especially, before using Smead's File-It-Right System for schools, that you get well acquainted with the alphabetical index on pages 24 through 72 of the manual. This caution is important, because the location of subjects is prescribed in the index. If, therefore, it is not followed consistently and you deviate from the rules, a third person who does follow the manual, will have difficulty, hence, delay, or may not find a given document at all. It is suggested in transferring to this system you might even scan the right hand column of the alphabetical index in the manual to be sure you have located all the subject matter pertaining to each primary classification.

(CONTINUED ON BACK OF INSERT)

- Morning: Executive Board — State and/or Regional
- Afternoon: Conducted Tour of Coleta Lemon Association and Dos Pueblos Ranch. Transportation \$1.00.
- Evening: Aquatic Ballet by "Diane's Aquastars" followed by Open House and "Accessory Demonstration"
- Hostesses: Los Angeles County Group
- Saturday**
- Morning: Registration
- General Session
- Welcome: Floyd O. Bohnet, Mayor of Santa Barbara
- C. E. Sovine, President of Board of Education
- Speaker: Dr. Norman B. Scharer, Superintendent, Santa Barbara City Schools
- "Service Above Self"
- Presiding: Annette Uehling, CAEOE President
-
- State Business Meeting
- Regional Panel Discussion: "A Look to the Future"
- Mrs. Bettye Wells, Chairman
- Afternoon: In-Service Training Workshops
1. *The Enigma of the Education Code — What Is It and How Do You Find It?*
Mr. Julien G. Hathaway, Chief Civil Deputy
Office of District Attorney, Ventura County
 2. YOUR DIRECT AND INDIRECT ROLE IN LEADERSHIP
Mr. Richard M. Clowes, Superintendent Oxnard Elementary Schools
 3. TRAINING, THE KEY TO EMPLOYEE SUCCESS — A SERVICE THAT PAYS
Miss Dorothy Jean Bayne, Community Relations Clerk,
San Diego City Schools
- Evening: Banquet and Program
- Speaker: Charles A. Storke, Co-Editor and Publisher,
Santa Barbara News-Press
- Hostesses: Santa Barbara City Schools
- Sunday**
- Morning: Breakfast
- Speaker: Dr. Charlotte D. Elmott, Research Director,
California Committee on the Older Girl and the Law
- Hostesses: Paramount Unified School District
- Noon: Adjournment
- The Conference Chairman is Miss Gleeola Brun, Secretary to Superintendent of Schools, Santa Barbara, California.

REGIONAL CONFERENCE

Milwaukee, Wisconsin
April 11, 12 and 13, 1958

This tempting invitation comes from Betty Zimmerman, Conference Chairman, Custer High School, 5075 N. Sherman Boulevard, Milwaukee, Wisconsin.

"Milwaukee, the 'Home of the Braves', invites you to attend the Regional Conference of NAES to be held on April 11, 12 and 13, 1958.

"Headquarters for the conference will be the Pine Room at the Schroeder Hotel, which is located in the heart of the city. Airline limousines deliver passengers directly to the hotel, and train depots are nearby.

"The weather is rather unpredictable, but usually in April the snow is gone and the nights average 50° while the temperature rises to around 60° during the daytime. Suits are very fashionable, and a light-weight coat is always comfortable.

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and
Colleges

Smead's "File-It-Right" System has been built to incorporate the desirable needs for a school and college filing system as recommended by the National Association of Educational Secretaries, a department of the National Education Association.

SMEAD'S FILE-IT-RIGHT SYSTEM CONTAINS:

A. PRIMARY CLASSIFICATION, 1ST POSITION.

1. 29 Primary Classification Guides of .025 pressboard with grey angle metal tabs, complete with printed inserts and blue celluloid window facings. (Smead's No. 1132-1)

B. SECONDARY CLASSIFICATION, 2ND POSITION.

1. 100 tan .016 Smeadcraft Folders with metal tabs. (Smead's CMT-2)
2. 12 Individual File Pockets with grey angle metal tabs, 3 1/2 in. expansion. (Smead's No. 1324)



- 2ND POSITION.
1. 100 tan .018 Smeadcraft Folders with angle metal tabs. (Smead's CMT-2)
 3. 12 Individual File Pockets with grey angle metal tabs, $3\frac{1}{2}$ in. expansion. (Smead's No. 1524 EMT-2)
 4. Printed Inserts and orange transparent celluloid window facings for a possible 140 Folders and File Pockets.

C. EXPANSION OF SECONDARY CLASSIFICATION, 3RD POSITION.

1. 100 Manilla fibre Vertical File Folders, $\frac{2}{3}$ cut, right position. (Smead's No. 2-1170 $\frac{1}{2}$)
 - A. One box of Spi-Roll Labels, containing one roll each of the following colors: Blue, Cherry, Goldenrod, Green and White.

D. 25 OUT GUIDES. (SMEAD'S 125 O.G.)

- E. A MANUAL, "FILE-IT-RIGHT."** This book was prepared by the National Association of Educational Secretaries and contains full instructions for setting up and using Smead's "File-It-Right" System.



COPYRIGHT 1956

The installation and operation of Smead's File-It-Right System for schools is simple and logical and can be done by the school secretary.

PRINTED IN U. S. A.
FORM NO. 157FIR

THE

Smead MANUFACTURING CO., INC.

HASTINGS, MINN.

LOGAN, OHIO

ASK TO SEE IT AT YOUR SCHOOL SUPPLY HOUSE OR STATIONER

Smead's FILE IT RIGHT SYSTEM

With a good knowledge of your manual *File-It-Right*, you are ready to set up your new Smead File-It-Right System. Clear out a file drawer and place your 29 main classification guides in this drawer. Start with the first primary classification guide, Accreditation & Evaluation—1. Note that there are three sub-divisions:

(1) Accredited Schools, (2) Agencies Of, and (3) Reports.

- A. Select the sub-divisions you will need.
- B. Have your clerk slip the printed insert and the orange celluloid window facing into the angle metal tab.
- C. Place the documents and letters into the proper folder, letterhead to the left, latest date to the front.
- D. File the folders behind the primary classification guide, then proceed to the next main heading.
- E. Do not fill the file drawers more than three-quarters full.

CODING SUGGESTIONS:

The Manual does not include instructions on coding; we are adding these suggestions for your use and to secure uniformity.

Note that all of your Primary Classification Guides are numbered. Let's take the main classification *Calendars & Schedules*—11. If there are no sub-divisions then each document filed would bear the code number 11. (Eleven) the first letter filed would be coded and marked distinctly in the lower right hand corner, 11-1. The second letter, 11-2, the third 11-3 and so on.

Now take a primary classification like *ADMINISTRATION*—2. Note that the printed inserts for the folders and pockets in the secondary classification also carry the digit 2, (two). Now then, suppose that you decide that you will need 8 of the 11 topics listed in the Manual. Start with the first and add a capital letter to the right of the 2. This will establish their filing order, for example, Administrative Board 2-A, Administrative Bureaus 2-B, and Administrative Staff 2-C, and so on.

The first letter or document filed in the pocket or folder captioned *Administrative Board 2-A* would be marked in the lower right hand corner, 2-A-1; the second 2-A-2, the third 2-A-3 and so on.

Now let's take the third position, (Expansion of Secondary Position.) Administrative Board 2-A has three divisions, namely: (1) Committees, (2) Meetings, and (3) Members. These sub-division folders would be labeled and coded as follows: Committees 2-A-a, Meetings 2-A-b, and Members 2-A-c.

The first letter filed in the folder captioned Committees 2-A-a would be marked in the lower right hand corner, 2-A-a-1, the second 2-A-a-2, the third 2-A-a-3 and so on.

Why these codes? Pick up a coded letter and you know at once its position in its proper folder.

Follow the File-It-Right System, follow it according to the Manual, and you will be able to file and find with maximum efficiency. "The proof of a good filing system is the finding."

THE *Smead* MANUFACTURING CO., INC.

"Milwaukee, the 'City of Champions', is a city bursting with civic pride not only because of the accomplishments of its baseball team, but because it is one of America's greatest centers of diversified industries. The city's cultural life has been given renewed stimulus by the recently completed War Memorial building, which lies like a resplendent gem on the sun-kissed shores of beautiful Lake Michigan. Among other things it houses one of the most advanced art centers in the country.

"Milwaukee, a city of homes and parks and famous for its hospitality and 'gemütlichkeit', extends a cordial invitation to you to spend a weekend at the Regional Conference of NAES in April — and then to return to spend your summer vacation in its 'wonderland'."

General Conference Program

Theme: Pride Promotes Professional Growth

Friday

Evening: Registration and Open House
Hostesses: Wauwatosa School Secretaries

Saturday

Morning: Registration and Opening Session
Addresses by an Industrialist and an Educator
Coffee Break. Hostesses: Milwaukee School Secretaries Association

Afternoon: Panel of Educators
"As We View the Educational Secretary"

Evening: Informal Banquet in Empire Room
Original Skit by Milwaukee Association

Sunday

Morning: Breakfast
Hostesses: Wisconsin Educational Secretaries

Afternoon: Exhibition Baseball Game
or, Tour of the City

Cost: Registration, \$2.00; Banquet, \$4.50; Breakfast, \$2.00; Baseball Game, \$2.35;
Tour of City, \$2.00.

THE ANNUAL CONVENTION NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES

July 11, 12, 13, 1958

On Friday, Saturday and Sunday, July 11, 12, and 13, the National Association of Educational Secretaries will hold their annual convention at the University of Colorado, Boulder, Colorado. The convention will be preceded and followed by the Institute for Educational Secretaries at the University of Colorado.

This general program for the convention has been submitted by the Convention Chairman, Ruth M. Doherty, President of Clerks and Secretaries Association, Denver Public Schools, 414 Fourteenth Street, Denver, Colorado:

Friday

Evening: Registration in Libby Hall, University Campus
Open House
Receiving line: Presidents of Affiliated Associations
Parade of Nancy's Cousins

Saturday

Morning: Registration
General Session
Advisory Council Meeting

Afternoon: Annual Business Meeting

Evening: Convention Banquet at Memorial Center
Awarding of Professional Standards Program Certificates
Speaker: Mr. Ray Mertes, School and College Superintendent, United Air Lines
Topic: HORIZONS UNLIMITED

Sunday

Morning: Breakfast and worship service
Annual Business Meeting

Afternoon: Mountain Trip

Members will be housed in Libby Hall and all meals, except the convention banquet, will be served in this dormitory. The cost for room and board for the three days will be about \$20.00, or \$7.00 per day. The registration fee is \$2.00; cost of banquet, \$4.00.

Complete details concerning speakers and other participants in the convention program will be printed in the next issue of this magazine and also in a brochure to be mailed to all members. Mrs. Ruth Doherty, the convention chairman, will be glad to answer any questions that may arise in the meantime concerning the program.

The Clerks and Secretaries Association of the Denver Public Schools are in charge of plans for the Convention and will be hostesses at the social affairs. Miss Alice Ericksen, Administration Building, Englewood, Colorado, is in charge of Registration.

INSTITUTE FOR EDUCATIONAL SECRETARIES

**Michigan State University
East Lansing, Michigan
July 21-25, 1958**

The editors have received the following communication from Miss Agnes Dobronski, President of the Michigan Association of Educational Secretaries:

Michigan invites you to a one-week Institute for Educational Secretaries to be held at the Michigan State University campus, East Lansing, July 21 to 25, 1958. The one-week conference has been titled, "Nancy National Peeks Through a New Kaleidoscope", and is being jointly sponsored by the Michigan Association and the National Association of Educational Secretaries, and the Michigan State University Business Women's Club, in cooperation with the M.S.U. Department of Business Education and Secretarial Studies.

This Institute is being planned to help the educational secretary of today grow in breadth and depth of perception; in understanding of educational principles, Philosophy, and practices; and in increased knowledge concerning the complex world conditions in which today's schools must function. The broad objective of this Institute is to give each secretary attending "A Kaleidoscopic View of Today's World — Its Problems and Progress."

Courses now being planned include:

- Trends and Developments in Education
- Audio-Visual Aids
- Leadership Development
- Human Relations
- Communications Check-Up
- Information of One's Personal Business Affairs
- Records Administration
- Reading Improvement
- Shorthand Brush-Up
- Office and Supervisory Problems
- Contemporary Problems and Progress

Tentative plans for extra-curricular activities and special events include a buffet supper, picnic and summer theater party, banquet, and tours of the campus, as well as the Oldsmobile plant.

Tuition and the costs for housing and meals on-campus will be moderate. Definite figures, however, are not available at this time.

Further details and information may be secured by writing Miss Agnes Dobronski, 5286 Mead Avenue, Dearborn, Michigan.

INSTITUTE FOR EDUCATIONAL SECRETARIES

July 7-19, 1958
University of Colorado
Boulder, Colorado

The NAES will co-sponsor a two-week Institute for Educational Secretaries at the University of Colorado in July. Registrants may attend for either one week or for two weeks of the session. However, credit may be earned only by daily attendance at classes during the two week session. There will be three categories in which classes may be chosen:

CREDIT CLASSES

Group Dynamics
Principles of Personnel
Management
Administrative Procedure
English Refresher
Human and Public Relations
School Publications
Philosophy of Public
Education
Principles of Office
Management

NON CREDIT CLASSES

Typing Techniques
NAES Publications Seminar

ADULT LEARNING CLASSES

(non-credit)

Shorthand Refresher
Improve Your Reading
Lady Be Fit
The Working Homemaker
Colorado Travel Lore
Conference Techniques
Personal Finances
Public Speaking

General Sessions

The general sessions which will open each day's program will be addressed by the following:

Dr. Harl R. Douglass, Director, College of Education, University of Colorado

Dr. Clifford Houston, former Dean of Students, now Professor of Education, University of Colorado

Dr. Edwin J. Brown, Head, Department of Education, University of Santa Clara, California. Topic: "Baseball and Education"

Mrs. Anna C. Pettyes, Chairman, State Board of Education, Colorado. Topic: "Education in Japan vs. Education in U. S."

Dr. Clyde Parker, Superintendent, Independent School District, Cedar Rapids, Iowa. Topic: "The Superintendent Looks At the Role of the Secretary"

Dr. Francis E. Clark, Chairman, Department of Education and Psychology, St. Olaf College, Northfield, Minnesota. Topic: "A Day With Freud"

Dr. Ernest O. Melby, formerly Dean of the School of Education, New York University, now at Michigan State University

Dr. Dorothy Sherman, Psychologist and Professor of Education, University of Colorado. Topic: "Listening"

Dr. Ira H. Young, Harris Teachers College, St. Louis, Missouri, Topic: "What We Should All Know About Mental Hygiene"





How do your Floors rate?

(TRY THIS SIMPLE TEST...)



- ☒ appearance — are you proud of it?
- ☒ long wear — are taxpayers getting their money's worth?
- ☒ safety — can you walk in high heels without slipping?
- ☒ maintenance — do floors always look newly-laid?

And do the custodians get this result without back-breaking labor?

*✗ You can always mark "YES" when
your school chooses **Hillyard***

FLOOR TREATMENTS!



Your Hillyard "Maintainer®" Is
"On Your Staff, Not Your Payroll".

ST. JOSEPH, MO.

Passaic, N. J.

San Jose, Calif.

Professional People Are Joiners

By
GERTRUDE JOHNSON
National Membership Chairman
Board of Education
Muskegon Heights, Michigan

Have you as an individual given thought to progress in your professional status this school year? **NANCY NATIONAL** calls you to share in the fellowship of secretaries with similar interests. Don't struggle along alone. We need each other, you know. Take advantage of the recognition and inspiration gained through membership in your own professional associations on the local, state, and national levels.

Educational secretaries have taken strides in becoming recognized as a professional group. Our first duty and privilege as members of a profession is to become active members of our own organizations. Not only do we urge you to join, but please enter into activities of your own associations. Share your ideas, thus enriching your own life in this work-a-day world as well as ours. Work cooperatively with other educational secretaries and feel the thrill of making a contribution beyond the limits of your own office.

Purchase the publications of the National Association of Educational Secretaries, written by our own members, and published in cooperation with the Research Division of the National Education Association. Payment of this year's dues entitles you to a free copy of **ACTION AND REACTION**, the latest manual published to help us in our daily work.

Keep the manuals on your desk along with other handbooks. Refer to them. When you have an opportunity to identify yourself with your own professional organization, reach for a manual in the bookrack on your desk — call attention to these "tokens" of our profession. Your membership will help further these "keyed to your office" publications.

Since the educational secretary has made such strides in becoming recognized as a member of the educational team, we should have enough pride and security in our positions to feel it is worthwhile to become **LIFE MEMBERS** of this important group. Let's plan now to continue

active membership throughout our working years and continue our interest into retirement years. You are needed to provide leadership in the coming years.

Our biggest step in becoming recognized as individuals and as an important group in the total educational program was in the adoption of our Professional Standards Program. Fifty-two educational secretaries qualified themselves for certification in time for the National Convention in Philadelphia last July. Twenty-nine were present to receive certificates from Martha Luck, Chairman of the Committee on Professional Standards. This event was our first "commencement exercises." Subsequent years will see a growing number going on record as taking this forward step which brings recognition to the individual as well as to our professional status as a group. We owe it to ourselves and to others to take this important step in professional growth — meeting the standards adopted for our group.

As a professional association on a National level, we continue to make great strides in our efforts to improve the status of the educational secretary throughout the Nation with our timely publications, Code of Ethics, work conferences and institutes, and through an enlarged membership. This is where the National Mem-



bership Committee goes to work. We have a Central Committee of eight members, each having an assignment of states. They keep in touch with presidents of affiliated groups with their assignments, checking regularly on membership lists. After the initial membership campaign is over, they begin the process of checking the previous year's memberships, looking for members who have failed to renew. The process is continued until every possible effort has been made to account for the "missing." To round out the work of the Central Committee for the year, special drives are made for members in certain types of situations in the educational field. This year we are trying to recruit members from among secretaries in the State Education Associations.

The General Membership Committee members, composed of a representative from each affiliated group, make personal appeals within their own groups and furnish lists of potential members to the

National Mailing Chairman for next year's membership drive. They are constantly on the alert, seeking members for our professional association on all levels — in their local groups, in their state groups, and at the National meetings. The names on our list of potential members now number approximately 35,000. It takes hard work on the part of many of us to "sell our wares" and build up a membership strong in number as well as in professional growth. The same hard work is needed to build up memberships in affiliated groups to insure representation on the Advisory Council at the Annual Convention.

We welcome requests from NAES members who might have occasion to use membership work materials. Work with us and realize the inspiration of fellowship within a united group. Our strength lies in the efforts of each individual member combined with that of the entire Association. Become an integral part of a busy, happy, professionally-minded group.

NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES

Application for Membership, July 1, 1958, through June 30, 1959

DUES—\$4.00 per year—\$50 LIFE, after second year, w/pmts \$20-10-10-10. Full membership privileges; subscription to NATIONAL EDUCATIONAL SECRETARY; and free copy of publication each year one is published.

MAKE checks payable to NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES.

MAIL TO: Miss Isabel M. Paddock, Board of Education, Warwick Valley Central School, Warwick, New York.

I. NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES

Application for Membership, 1958-59

Date _____

Last name _____ First name _____ Miss _____ Mrs. _____

School or office name and address _____

Mailing address _____

City _____ Zone _____ State _____

Is this a renewal membership? _____ New membership? _____

Give former name if married this year _____

Name state and/or local educational secretaries associations of which you are a member _____

Listening In



VIEWS AND NEWS, FROM FAR AND NEAR...
WHAT THE AFFILIATED ASSOCIATIONS ARE
DOING AND THINKING...

WE ASKED TWO QUESTIONS...

We were sitting around drinking coffee at the Hotel Penn Sherwood in Philadelphia last summer at the NAES Convention and Angie Holms from California was telling us how interested her School Board was to have their secretaries attend workshops and institutes.

Someone wondered "Do other educational secretaries get support from their Boards?"

And someone else said, "It would be interesting to find out whether girls get time off and financial help to attend workshops and then publish the results in the magazine. Those girls who are hoping and working for recognition could show the article to their administrators."

The specific questions that the Listening-In Reporters asked their correspondents in the various affiliated associations were:

(1) What support do the girls in your system get from your administrator and/or your Board of Education in the way of time off or financial help to attend State or National Conventions, Workshops, and Institutes?

(2) If you get support, what reports do you make when you return and to whom?

Unfortunately, not all of the associations answered the questions, but you will find the reports in each Region interesting and you may wish to show them to your administrator.

Also, we have included as much information about your spring meetings in your particular area as we could get.

BUT YOU DIDN'T ANSWER...

Will all officers of state and local associations please note:

The Listening-In Reporters have found that two deplorable situations exist:

(1) Some of the association presidents don't answer letters from their Reporters — won't even send back the return post cards—and

(2) In some associations, the publicity chairman isn't even a member of NAES and hasn't even seen this magazine.

This section of the magazine is for the state and local associations of educational secretaries. This section is **News About You!**

Your Reporter's name and address is written in bold face type at the top of her section. If she hasn't written to your association it is because she doesn't know about you. **You Write to Her!**

If you belong to a local or state association that never gets mentioned in these columns — slyly ask the president of your group, "How come?"

And if she says, "They never write to me," then quote to here these words,

**WRITE TO YOUR REGIONAL
REPORTER! AND DO IT NOW!**

SOUTH CENTRAL REGION

(Arkansas, Kansas, Louisiana, Missouri, Nebraska, Oklahoma, Texas)



MRS. VELMA NORMAN, Reporter

**Houston School District
1300 Capitol Avenue
Houston 2, Texas**

SOME SOUTH CENTRAL GIRLS HAVE TIME OFF TO ATTEND MEETINGS

While questionnaires were sent to all affiliated associations in this Region, the replies to the "Time-off-financial-help" question indicated that in Missouri, Texas, (state level), New Orleans, Louisiana, and Houston, Texas (local level) the girls may expect to receive time off to attend workshops and institutes. A reply from the Kansas State Association indicates that full financial support is given, and "partial" support was noted from the Arkansas, Missouri, Texas (state level) and Houston, Texas groups.

NAES members living in the South Central Region will be interested in this listing of spring meetings on the state level.

Arkansas, April, 1958, in Little Rock, Miss Mary Lou Davis, Arkadelphia, chairman.

Kansas, March 21, 22, at Kansas State Teachers College, Pittsburg, Miss Margaret Wardrop, Abilene, Kansas, chairman.

Texas, March 11, 12, at Fort Worth, Miss Hazel Farr, 4233 Curzon, Ft. Worth, chairman.

The Missouri spring meeting has not been set. Nine District meetings are planned for Texas during March, 1958.

MISSOURI

St. Louis County

One hundred and fifty-two secretaries and guests were present at the annual Bosses' Night last May. The speaker was Clarissa Start, feature writer for the St. Louis Post-Dispatch, who spoke on "Women Are Here to Stay."

St. Louis County membership has 112 members this year. New president is Amy Ruhland, Brentwood.

At a recent meeting Dr. Fred Brooks, Principal of Hawthorne School, University City School District, took members on a trip through the Holy Land — Palestine and Israel — by film and emphasized the historical and geographical aspects of these countries.

Mrs. Marie Mundy, Southwestern Bell Telephone Company, spoke on telephone charm, and showed a film "For Immediate Action" at the November meeting. The film is new and available for distribution.

TEXAS

Houston Administrative Educational Association

HAESA's project this year is a scholarship for a student who has a high scholastic average and who needs financial help. Sales from candy and from a "Country Store" are among the ways members are raising the money for this project.

Membership has reached an all-time high of 98.

For several years Mr. Sam McCluney, Director of Industrial Arts, has made gavels for HAESA's incoming Presidents. This year he presented President Edith Webb with a gavel made of rare Texas ebony. This wood, which is found in sparse amounts in the Rio Grande Valley, is so rare and precious that it is sold by the pound.

Each of the meetings are started with a prayer. Madeline Willis is our Chaplain.

Houston Educational Secretaries Association

The annual Christmas Party was held on December 5 at the Theater Operator's Club. A string orchestra, Christmas reading, and an exchange of gifts by members completed the program, which was under

the direction of Mrs. Celia Bryan. Members also brought gifts for patients at the Tuberculosis Hospital.

HESA presented a check for \$25 to the Director of the Cerebral Palsy Treatment Center.

Highland Park Educational Secretaries Association

The Highland Park Secretaries are still re-living the fun that was had collecting and filling the Neiman-Marcus "loot bags" that were given at the TESA section meeting luncheon at Thanksgiving, Dallas. Highland Park and Dallas were co-hostesses to the seventy-eight secretaries and guests who attended.

Dallas Educational Secretaries Association and Texas Association

The Texas Educational Secretaries section meeting of TSTA met for lunch and a business meeting in the Baker Hotel in Dallas November 29 with the Dallas Association as hostesses. Eloise Barton, Highland Park, presided. Alta Francis, Denton, gave the invocation, and Ruby Walker welcomed out-of-town people to Dallas. The group was entertained by chic-kilted Highlander Lassies who played music on

bagpipes. Neiman-Marcus shopping bags contained gifts from local firms.

Special guests and speakers were introduced by Fannie Billings. Mrs. Corinne Messenger, President of NAES, Little Rock, spoke on "Working Together as a School Team," and Tom Langston, President of TESA, from Canyon, talked about "Improving One's Professional Status."

December 8 Dallas secretaries relaxed from school duties to enjoy entertaining their principals with a Christmas Tea. Inspiring music was presented by the Tyler Street Methodist Church Bell Ringers. One hundred ninety-one attended.

San Antonio Educational Secretaries Association

Esther Shamon, President and Lula Mae Klemt, First Vice President, attended the TSTA Meeting in Dallas November 29.

Kathleen Weffing, chairman of the Ways and Means Committee, planned a Book Review January 14.

The Spring Meeting for the Alamo District Educational Secretaries will meet March 14, 1958, in San Antonio, when the Alamo District TSTA District II meets. Virginia Gines is chairman.

SOUTHWEST REGION

(Arizona, California, Colorado, Nevada, New Mexico, Utah)



Miss Virginia Mathony, Reporter

633½ East Short Street

Whittier, California

SOUTHWEST REGION SECRETARIES RECEIVE EXPENSES AND TIME OFF

If the answers received regarding district approval and reimbursement of expenses for attendance at conferences, conventions, and workshops, was an indication of the policy of most districts, we can be very proud of our Boards and Administrators.

Response from 9 areas disclosed that the school districts were very cooperative in allowing time off without loss of salary and in reimbursing delegates for expenses at State and National Conferences. In all cases a request for approval to attend is sent to the Board and a written report of the conference is made to the Board after the conference. An oral report is given to the local group at the next meeting.

Time off from work and major, if not all, expense is paid for at least one representative by the Norwalk School District, California. From 4 to 12 members of the local organization in Chula Vista, California, have been sent to State and National Conferences by the school board. Cajon Valley Union School District California, sent 6 girls to San Diego in July since it was a local conference. There is no local organization established in Cajon. Whittier Union High School District California sends one delegate to State Conventions with expenses paid and the local CSEA Chapter sends one delegate. There is no local association affiliated with NES.

Artesia, New Mexico reports that their organization, being new, has not yet approached the administration regarding time off for conferences. However, they are sure of full cooperation, especially since National 1958 is so close.

Time off without loss of pay, and expenses for some, is granted the girls from San Diego, California, who attend conferences. Attendance at National Conferences is limited to those held in the western region and expenses are paid for one or two representatives. Several girls were sent to National in Los Angeles (1956) and time off without loss of pay was granted all who attended meetings in San Diego in July 1957 (State). Limited expenses were allowed to those participating in the program. Two representatives were sent to National last summer by Paramount District, California with all expenses paid. Five were sent to National in 1956 in Los Angeles. When conferences on a State level are held, the District sends two representatives and the organization pays part of the expenses for another.

The Denver Public Schools clerks and Secretaries Association members are given time off with full pay whenever they attend a conference. The association pays the expense of one delegate and partial expenses of 4 others. Those eligible to submit their names for a drawing must be an officer or be active in committee work. The Board of Education grants one all-expense trip each year. Any member is eligible to submit her name for approval. The delegate chosen then becomes co-chairman of the Annual Fall Conference.

The La Mesa, California, School District sends 1 or 2 members to conferences held in and around Los Angeles and San Diego.

One delegate was sent to National in Los Angeles (1956) with all expenses paid. Eight girls attended the State Conference in San Diego (July 1957) and partial expenses were paid for all girls.

ARIZONA

Arizona Educational Secretaries Association

Educational secretaries from Arizona gathered at Tucson on November 8 and 9, 1957 for a State Convention and Workshop, chairmen were Cora Korte and Marian Elliott from Phoenix, and Davis Williams from Tucson.

The workshop which was attended by 136 "hard working Hannahs" was conducted by NES editor, Rachel Maynard. At the business meeting, prior to the workshop, the group was welcomed by Allan Hawthorne, Assistant Principal of the Tucson Public Schools. Eloise Duff, Phoenix, was elected President.

CALIFORNIA

California Association of Educational Office Employees

The Annual Workshop at Lake Center School on November 21, 1957 was a very pleasant and rewarding evening. After a cordial welcome by Edward V. Murphy, Superintendent of Little Lake School District, and a short business meeting conducted by Mary Gostlin, President, the group divided into 6 smaller groups to attend a 40 minute discussion on a topic that was selected at the time of registration. In order that each one might know what material was covered in the other sessions, each girl was given an envelope containing mimeographed material about all six meetings. The evening closed with a 30 minute fashion show which featured office apparel. Mary Koehler was elected President.

Kings County Association of Educational Office Employees

Thirty girls attended the first meeting of the year of this active organization which is led by Margaret DeSusa. Speaker for the evening was Supervisor of Attendance of King County Schools, Mr. Harvey Wall, who gave some very worthwhile information regarding attendance accounting and recording.

Los Angeles County Association of Educational Office Employees

Dr. Robert C. Davidson, Associate Director of Development and Director of Public Relations at the University of Southern California was the speaker at the L.A.C.A.E.O.E. Institute session #552 on Thursday September 26, 1957. Dr. Davidson spoke on Public Relations as related to teachers and school employees.

Santa Barbara Association

This newly organized group under the direction of Mrs. Gleeola Brun has been planning for the February Conference with a great deal of enthusiasm.

South Section, California Association of Educational Office Employees

An old fashioned get acquainted session was held at Disneyland Hotel on October 26, 1957. No business — just a dinner and fun. Several who attended the get together toured Disneyland Park in the afternoon.

Pasadena Association of School Secretaries

The Pasadena Association met on October 22, 1957 for their annual get acquainted hard times party, and again in November for a dinner meeting at Rancho Hillcrest Dining Room.

Paramount Association

A secretarial and clerical workshop was held September 4, 1957 by the Busy Cases. Following a welcome by the superintendent, the group toured the administration unit. After lunch sessions were held on pupil accounting and district procedures. In the general session that followed, school finance, budgets, and letter writing were discussed.

COLORADO

Denver Public Schools Clerks and Secretaries Association

This very active organization extended its in-service training meetings to four days this year instead of the usual two days. The meetings were held from August 13-16, 1957 and were climaxed by a get together tea on August 16.

This first business meeting of the school year was held on September 24 and was well attended. On October 24, the Fall Conference proved most interesting and educational. An annual fall dinner in November, other business meetings in December, February, and April, and a spring

luncheon in May constitute the yearly calendar for this group.

Denver is responsible for planning the National Convention in Boulder next summer. The members are looking forward to a great deal of work as well as fun in planning your convention. Ruth Doherty is President of the group.

NEW MEXICO

New Mexico Association of Educational Secretaries

An Educational Secretaries' Section at the 70th Annual Convention of New Mexico Education Association was scheduled for October 24 at the University of New Mexico.

INDUCTION—

(Continued from page 19)

administrators; top-level secretarial and clerical personnel also participated in these meetings. The "work sessions" were as practical as possible, and showed the "easy" way to do routine work. Bulletins were assembled and stapled; forms and cards rubber stamped, counted, and packaged, labels were made and put on folders; practice in handling telephone calls was made possible through use of the "Tele-Trainer" unit of the local telephone company; information had to be looked up in various reference materials in order to answer many of the final quiz questions. In addition to helping the new employees adjust to their first jobs, the background of knowledge and understanding of the entire organization will help them to more quickly qualify for promotional positions.

The orientation programs cannot possibly give information relating to all of the working locations and specific assignments; of necessity, it must be general enough to apply to all of those in attendance. As a final aid, the Personnel Division provides a check-list for the use of the immediate supervisors of new personnel. This list serves as a reminder of some of the items that might be overlooked, such as where to park, location of cafeteria and other facilities, how and where to check in and out, how to get supplies, what to do with finished and unfinished work, and exactly what is expected in the way of work performance.

In the next issue, the final article on in-service training will describe some of the programs offered for experienced personnel.

NORTH CENTRAL REGION

(Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, North Dakota, South Dakota, and Wisconsin)



Mrs. Mary Ellen Dettweiler, Reporter

Roosevelt School

215 East Indiana Avenue

Elkhart, Indiana

INDIANA

Indiana Association of Educational Secretaries

A secretarial workshop will be held for educational secretaries on April 14 and 15, 1958 at Indiana University, Bloomington, Indiana. Mrs. Doris Allen, Secretary to Deans, North High School, Evansville, will be in charge of the meeting.

The Elkhart school system does not regularly pay expenses of those attending secretarial meetings. They have paid transportation on several occasions. However, they do not deduct for the time we are gone and have never discouraged us from attending secretarial meetings.

The 32nd annual meeting of the Indiana Association of Educational Secretaries was held on October 24, 1957 at the Hotel Sheraton-Lincoln in Indianapolis. After our business meeting, Miss Marian Darr of the Personnel Office of Purdue University spoke on "The Girl With Many Bosses" giving us some pointers which Purdue University uses in training and judging their secretarial personnel. Her clever definition of an expert was well received: "X is an unknown quantity and spert is a shower of water." It makes you wonder if it is a compliment to be called an "expert." The luncheon speaker was Dr. Merrill B. McFall, Pastor of the First Methodist Church of Bloomington, Indiana, presenting, "Learning to Live and Like It."

Indianapolis-Marion County Association of Educational Secretaries

The first meeting of this school year was held on October 7 at the Indiana University School of Medicine Union Building. After a dinner in the cafeteria, the girls met for a business meeting and a demon-

stration on gift wrapping presented by Mrs. Virginia C. Moore.

On November 19 the girls met at Butler University and after the dinner in the Union Building cafeteria, the girls reported to the J. I. Holcomb Observatory and Planetarium for a visit to the "Room of Time" which enables one to travel through all the time zones of the world, cross the International Date Line and return to Indianapolis in about 10 minutes. From this interesting room, we went into the Planetarium where soon the "story of the stars" unfolds on the ceiling of the dome overhead.

The annual Christmas party was held on December 16th at one of the Howard Johnsons' restaurants. Instead of the usual small gift exchange the girls contributed to a summer camp fund for underprivileged children.

IOWA

Iowa Association of Educational Secretaries

There are at least forty-two uses for the common lead pencil! This amazing discovery was made, in ten minutes, by the Iowa Association of Educational Secretaries in their annual convention. Mr. Robert J. Tiernan, an expert in the modern technique of "brainstorming," used that simple idea to demonstrate what can be accomplished by directed group attack on a specific problem. Mr. Tiernan, who is manager of sales promotion and merchandising for the Meredith Publishing Company in Des Moines, is a well-known speaker on this subject and for several years has taught it in regular classes at Drake University. This statement by Mr. Tiernan we will remember: "Behold the

turtle—he makes progress only when his neck is out.”

New officers for 1957-58 are Mrs. Virginia Deuben, Des Moines, President; Mrs. Margaret Allen, Cedar Rapids, Vice-President; Mrs. Ines Hoffman, Storm Lake, Secretary; Mrs. Josephine Higley, Waterloo, Treasurer.

Two spring meetings have been planned for the girls in Iowa, one in Davenport, and one in Storm Lake for late April or early May. Definite dates have not been set up as of this printing. Miss Leona Eckmann, retiring state secretary will be the chairman of the Davenport meeting and Secretary to the Principal, Smart Jr. High School. The Storm Lake chairman will be Mrs. Ines Hoffman, state secretary, and Secretary to the President of Buena Vista College.

MICHIGAN

Macomb County Association of Educational Secretaries

An annual meeting, installation of officers and a party will be held in the new South Lake High School in St. Clair Shores on April 15, 1958 at 7:30 p.m. Mrs. Eileen Doherty of the South Lake Board of Education office will be chairman. Her address is 23700 Greater Mack Avenue, St. Clair Shores, Michigan.

Michigan Association of Educational Secretaries

The Annual Convention will be held on April 18, 19 and 20 at the Pantlind Hotel, Grand Rapids, Michigan. The chairman of this meeting is Miss Agnes Dobronski, Dearborn Public Schools, 5757 Neckel Avenue, Dearborn.

MINNESOTA

The Minnesota Association's Spring Conference will be held at Rochester, Minnesota on May 2 and 3, 1958. Registration will be held on Friday evening, May 2. Miss Clara Siem, Rochester Junior College, Rochester, Minnesota is the general chairman. The Rochester Association of Public School Secretaries will be hostesses. The president of the Rochester Association is Miss Marie Kolbe, 22 Mayo Drive, Ro-

chester. The program will include a tour of the Mayo Clinic and Museum, etc.

SOUTH DAKOTA

Mary Zimmerman from the South Dakota Association reports that they have just had their second annual meeting, and their best to date with 22 of 33 members present.

WISCONSIN

As of December 1, 1957, the membership of the Milwaukee School Secretaries Association totals 249.

The first meeting of the current school year in October was a get-acquainted party and buffet supper held at Mitchell Park Pavilion.

On Friday, November 8th, a number of Milwaukee Secretaries attended the annual meeting of the Wisconsin Educational Secretaries Association, held at the Wisconsin Hotel. (This meeting is held during the time of the State Teacher's Convention.) The speaker was Mr. Lynn C. Surles, Speech Consultant and Instructor in the Evening Division at Marquette University. The title of his speech was "The Speaking Personality — The Art of Listening."

At the Christmas Party of the M.S.S.A. on December 5, at the Boulevard Inn, the program consisted of a business meeting, singing of Christmas carols, 25c gift exchange, and awarding of door prize. The highlight of the evening was the presentation of charitable donations to a representative of the Milwaukee Children's Hospital (for a playroom Victrola, records, games, books, etc.) and to a representative of the Milwaukee County Infirmary (for old age assistance, besides lamps, radios, etc.)

On December 7, a busload of Milwaukee secretaries had an enjoyable trip to Chicago. Some spent their time in shopping, window gazing and viewing the Cinerama. On the homeward journey, a stop for dinner was made at the fabulous Rustic Manor in Gurnee, Illinois.

Many of the girls are hard at work, on committees for the NAES Regional Conference to be held in Milwaukee — April 11, 12, 13, 1958. We hope you're planning to attend.

NORTHEAST REGION

(Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont)



Miss Wilma R. Haight, Reporter
28 Hillside Avenue
Glen Ridge, New Jersey

NORTHEAST REGION SECRETARIES CAN ATTEND STATE MEETINGS

Do you know what Ye Editor wants to know now? She wants an answer to the following question: "What support do the girls in your system get from your administrator and/or your Board of Education in the way of time off or financial help to attend State or National Convention, Workshops, and Institutes? If you get support, what reports do you make when you return and to whom?"

That, Dear Editor, is the \$64,000 question.

There you placidly sit, surrounded by your five cats, propounding questions worthy of a Congressional Investigating Committee. I'd like to plead the Fifth Amendment.

As far as time off is concerned, most districts allow their secretaries time off with pay to attend State association meeting when those meetings are held in conjunction with meetings of the State Education Association. Other State meetings usually are not held on school days. Although there are some exceptions, in most instances attendance at National conventions and institutes must be taken from vacation time.

Very little financial help is forthcoming, although New Hampshire is a rather notable exception in this respect. However, several states report that local Boards are gradually becoming more generous and in some cases are paying transportation costs to meetings within the State. There is no definite trend here. It is definitely a matter decided by each individual district.

The question of reports again varies

according to the district. Here, though, there is a definite trend toward reports being required in cases where transportation or other costs are paid by the Board of Education.

For your further edification here are a few pithy comments to amplify the foregoing.

Massachusetts: "Depends on attitude of the administrators and condition of the budget."

New Hampshire: Quite a few districts pay expenses to state meetings and in most instances are generous as to time off for attendance at Annual meetings. In some cases additional time off is given for attendance at institutes and conventions. ((Lovely place—New Hampshire.))

New Jersey: School secretaries are permitted by State Law to attend the Annual State Convention (held in conjunction with the New Jersey Education Association convention) for two school days without loss of pay.

Pennsylvania, Lower Bucks County: "That's one dilly of a question. Ask ten different secretaries and get ten different replies. Boards are becoming more generous as a whole, many of them paying registration fees and perhaps mileage." Written reports are submitted to Superintendents whose reactions have been "very favorable."

Pennsylvania, Philadelphia: From Administrative Bulletin #12—"Conventions: Permission to attend educational conventions may be granted with or without loss of salary or with complete loss of salary, depending upon the nature of the convention and the relationship of the employee to it." A secretary must attend a convention as a delegate in order to qualify un-

der the above regulation and then must submit a report to the Association.

As for me, the Hedda Hopper of the Northeast Region, I receive half expenses for meetings within the State subject to the Superintendent's approval, and would probably receive some financial consideration for attendance at any National meeting east of the Mississippi. As to reports, the problem is not how to get one from me, but rather—how to turn me off.

CONNECTICUT

"The school secretary's desk is the crossroads of the school's human relations traffic. Quite often the people who come to the school secretary have a problem and because of this problem are more open to influence. The secretary never knows at what moment what she says or does not say may affect the attitude of that particular segment of the public standing at her desk."

This thought was embodied in an address to the Connecticut Association of Educational Secretaries at their Annual Convention by Dr. Rachel Davis DuBois, Director of the Workshop for Cultural Democracy in New York. Dr. Davis went on to say that this is an age of tension and competitiveness never known before. We should make more attempt to meet in small discussion groups, face to face with each other, and to talk with one another, and at one another. Thus we gain in knowledge and understanding.

Connecticut secretaries came up with a novel idea at their regional meeting in Greenwich on November 20. A tape recorder was set up at the door; and as each girl arrived, she was asked a "leading question." Her reply was recorded on the tape which was played back to the entire group before the close of the meeting.

Dr. S. Willard Price, Superintendent of Schools in Greenwich, spoke on certification for educational secretaries. Chairman of the meeting was Miss Margaret E. Meier of Greenwich.

Regional Meetings:

March, East Hartford. Patricia Boxx, Chairman

April, Hamden. Vera Kearsley, Chairman

May, Groton. Marion James, Chairman

MAINE

The Maine Association held its Annual Meeting in Portland in conjunction with the State Teachers Convention. Marion Wood, Consultant for International Business Machines, was guest speaker on the subject, "Building Psychological Bridges." Are you polite to your boss? Certainly. For one thing, it's politic. But never forget that the same courtesy should be shown to all those with whom you work. Keep your psychological bridges in repair for the "human relations" of an entire school may revolve around the school secretary and the atmosphere she creates.

MARYLAND

Baltimore County

A skit in the form of a fashion show was the high spot of the Baltimore County Association's Annual Bosses' Night Dinner last May. Dresses going back through the years to the beginning of the century were rented from the Goodwill Industries. Leg-of-mutton sleeves, long skirts, short skirts; Gibson girls and flappers. From the sublime to the ridiculous, depending on your generation.

On October 24, Miss Lydia Berry, chief payroll clerk at the Board of Education in Towson, addressed a general meeting of the Association on payroll procedures.

General meetings: January 13, at Carvel High School

March 26, location not stated

May 22, Annual Bosses' Night Dinner, North Point Jr. High

MASSACHUSETTS

A feature of the Fall meeting of the Massachusetts Association was the presentation of an "I've Got a Secret" program with Miss Mima Dallas as Moderator. The meeting was held at the Red Lion Inn at Stockbridge.

The Massachusetts secretaries are working with the State Department of Education and the school superintendents on tentative plans for a State conference or institute to be held in the Spring.

Annual Meeting: May 10. Place to be announced.

NEW HAMPSHIRE

"As She Speaks, So Is She." Mrs. Dexter O. Arnold made effective use of this state-

ment in her address to the New Hampshire Association at its Annual Meeting in October. Mrs. Arnold's amusing demonstrations of "Miss Hot Potatoe," "Mrs. Mumble," etc., and her tips on the art of public speaking will be of great help to New Hampshire secretaries, forensically speaking.

A guest at the luncheon was Dr. Austin McCaffrey, New Hampshire Commissioner of Education. Dr. McCaffrey, who is leaving his post on January 1, was presented with a token of appreciation for his consideration and efforts in behalf of the Association over the past few years. Spring meeting

April 12 at Concord. Chairman, Esther Magnusson, Concord

NEW JERSEY

The Twentieth Annual Convention of the New Jersey Association of School Secretaries ran the gamut from mild spring zephyrs to a small-sized hurricane, and from routine convention business to a three-alarm fire. Mrs. Martha Luck, past president of the National Association of Educational Secretaries was guest speaker—a fact which has no relation to either the hurricane or the fire.

The Convention, a three-day affair, was preceded by a short but intense course in group leadership given by Mrs. Margaret Clerihew Reese of the Roxbury Township Schools. Group discussions were held Thursday afternoon and again on Friday morning on various phases of the work of an educational secretary.

Mrs. Luck in her keynote address emphasized the three "R's" of the educational secretary: Readiness, Responsibility, and Recognition; and listed the criteria of a successful professional organization:

1. It is a group with unified leadership.
2. A professional code of ethics is observed.
3. The members have adequate professional education.
4. It helps to establish professional standards.
5. The members desire to improve their competence.
6. Replacements are recruited by the dissemination of vocational information and the "selling" of the job of educational secretary, as a career.

7. It is motivated by a desire to serve and realizes that monetary recognition comes on the basis of professional services rendered.

Highlight of Friday night's buffet supper was an address by Dr. Leon C. Hood, Director of Admissions, Paterson State Teacher's College, on the history, habits and culture of the Pennsylvania Dutch.

The Annual Business Meeting and election of officers was followed by a "Twentieth Anniversary Bosses' Luncheon" at which Mrs. Luck was guest speaker. Entitling her talk "Blueprint for Action," Mrs. Luck compared the organization and operation of a school system to the preparation and reading of the blueprint of a school building program. Each member of the school staff has his or her part to play in the planning of the blueprint and the construction that follows. In the course of her analogy Mrs. Luck stated that the educational secretary, like good flooring, must be tough and resistant to traffic, yet quiet and resilient under foot; and like a good heating system, she must avoid drafts, operate quietly and maintain a constant temperature and even disposition.

Spring workshops:

South Jersey, May 3

North Jersey, May 10

Chairman: Mrs. Elizabeth Ely, 7 Old Salem Rd. West Orange, N. J.

NEW YORK

Long Island

In October of 1957 the Long Island Association held three zone meetings in conjunction with the New York State Teachers Association. Approximately 1200 secretaries attended the three meetings whose programs included workshops in 17 different subjects. The zone meetings were climaxed by the presentation of a plaque to Mrs. Alice T. Lofblad of the Great Neck Public Schools. Mrs. Lofblad, President of the New York State Association, was the first president of the Long Island Association and was the guiding spirit in the Association's rapid professional growth.

PENNSYLVANIA

Lower Bucks County

Two \$100 scholarships were awarded to commercial students last June by the

Lower Bucks County Association. Source of revenue was a profit of \$350 reported by the Candy Committee for the year 1956-57.

And that's a lot of candy!

The first meeting of the Lower Bucks County Association for the 1957-58 season was a Doggie Roast and "Get Acquainted Night" on October 9 at Washington's Crossing. Hostesses for the evening were the secretaries from the Neshaminy Joint Schools. The second quarterly meeting was a "Bosses' Night" held at the Pennsbury Inn, Morrisville, with the Bensalem Township secretaries as hostesses. The program featured a few brief speeches on points of interest to both secretaries and bosses, entertainment, carol singing and an original idea in the line of Christmas gifts to bosses: door knockers representing their favorite past-time or hobby.

Meetings scheduled:

February 19, Covered Dish supper, Morrisville High School Cafeteria. Hostesses: Morrisville, Council Rock, Bucks Co. Technical School

May 14, Dinner Meeting, Bucks Hotel, Feasterville. Hostess: Bristol Borough

Philadelphia

The Annual Tea of the Philadelphia Association, held November 11, was a great success.

In order to speed up the process of getting acquainted, the Philadelphia people assign by letter a big sister to each newly-appointed secretary. Each big sister gets in touch with her particular new secretary, arranges to come to the Tea with her and introduces her to other members. This plan for stimulating interest in the Association and increasing attendance at its programs takes a great deal of time on the part of the Chairman and her committee, but more than pays off in the results achieved.

Philadelphia secretaries experienced a "different" afternoon at their Schoolmen's Week Program on October 11. Dr. Louis G. Wersen, Director of the Division of Music, took his audience on his trip abroad by showing them colored slides of Ireland, Wales, England, France, Italy, Holland and Austria.

"Problems the Schools are Facing in 1957" was the topic of an address by Dr. David A. Horowitz, Associate Superinten-

dent of the Philadelphia Schools, at the December 7th meeting of the Philadelphia Association. According to Dr. Horowitz, the three main problems which must be met are teacher supply and retention, teacher training, and finances. Schools must also cope with the sudden cry for more science and mathematics and the proper training of the gifted child. As the result of recent scientific developments in Russia, increased pressure is being brought to bear on American Schools by civic organizations and even by state legislatures to change their curricula and programs. Says Dr. Horowitz, "We must be careful or our Educational Program will become a football to be kicked around." Dr. Horowitz foresaw the possible development of more junior colleges and thirteen and fourteen-year high schools. In conclusion he reminded his listeners that between 1890 and 1930 the American system of education was able to take care of 30 million immigrants and to date has provided a better means and higher level of mass education than any other educational system in the history of mankind.

Don't sell the American schools short!

Annual Business Meeting, March 20.

Chairman: Rosemarie Caponigro. Administration Bldg., Philadelphia 3.

Pittsburgh

On October 11, the Pittsburgh Association of Educational Secretaries held its Section Meeting in conjunction with the Western Pennsylvania Education Conference at the Webster Hall Hotel. Secretaries from five counties were invited to attend. The program had an Oriental theme. Dr. Liem, Associate Professor of Political Science at Chatham College in Pittsburgh, discussed the subject "The Woman's Role in the Orient." Mrs. Kimiko Ohara played several of her native songs on the Koto, a Japanese musical instrument. Her pupil, Virginia Frink, performed two Japanese dances.

The Pittsburgh Association of Educational Secretaries together with the Pittsburgh Teachers Association, the local branch of P.S.E.A., are co-sponsoring a testimonial dinner for the retiring superintendent of schools. The event is scheduled for the late spring at the Penn-Sheraton Hotel in Pittsburgh.

Third business meeting: February 26, at

Downtown Pittsburgh Y.W.C.A. Co-chairmen: Christina Boslett and Betty Totaro, Gladstone Jr. High.
Annual Scholarship Fund Card Party:

March 29 at Boggs and Buhl, Pittsburgh. Co-Chairmen: Hilda Seekamp, Latimer Jr. High; Josephine Cooper, Baxter Elementary School.

NORTHWEST REGION

(Idaho, Montana, Oregon, Washington, Wyoming)



Mrs. Juan R. Huseby, Reporter

Auburn Public Schools
9420 South 240th Place
Auburn, Washington

NORTHWEST REGION SECRETARIES ARE ENCOURAGED TO ATTEND WORKSHOPS

"What support do you get from your administrator and/or your Board of Education in the way of time off or financial help to attend State or National Conventions, Workshops and Institutes? If you get support, what reports do you make and to whom?"

The replies to this pertinent question were as varied as might be expected but most encouraging. All Nancys might call the results of this questionnaire to their bosses.

The Portland, Oregon Association of Elementary School Secretaries conducts an approved workshop on a working day in August. The rest of the replies are all from the good State of Washington. (Replies from Idaho, Montana and Wyoming just never arrive—not even by pony express.) In Walla Walla, the secretaries are allowed time off, transportation, hotel expenses, meals and registration to attend any meetings within the State (Broader horizons in the future?) The secretaries in Sequim were allowed time off to attend the conference in Tacoma and although no formal report was required, they let their bosses know just how worthwhile the meeting was.

The administrators in Shelton also saw to it that the gals received their usual vacation in addition to attending the Institute. A worth-repeating quote from Sumner: "I am happy to say that my administrator and Board of Education grant requests for time off to attend conventions, workshops and institutes. They feel that any meeting which is for the betterment of the schools is worthwhile attending. Normal expenses are allowed by the school board. Informal reports of knowledge gained and exchange of ideas are made to administrator."

And, another one: "We here in Tacoma have been fortunate in having a wonderful superintendent and school board who have been most generous in their support of these association functions. Released time has been furnished and also, this last year, transportation costs to the Philadelphia Convention for our delegate. The girls are expected to turn in a report to the Association to be distributed to the other members in exchange for these privileges."

How about this at the Shoreline School District in Seattle: the district furnished a car for daily trips to and from Tacoma last summer and allowed four girls the time to attend. The time and living expenses are also allowed for a National Convention with the transportation being

paid as far as the state line (State of Washington, that is.)

Kirkland broke the ice this summer with partially paid expenses to institute. In Auburn, travel and registration expenses have been allowed to the conference within the State and attendance at these meetings has been encouraged by the administration and school board. (When word was received that I had been awarded a grade VIII certificate, the school board expressed its proudness by sending me to Philadelphia with all expenses paid. Undoubtedly many other school boards would do the same and this should also make the Nancys more anxious to participate. Martha Luck: Take notice.)

The Olympia gals report that for regional and state meetings, the board has always been willing to pay the expenses of those attending and no reports have been required.

From the superintendent's office of King County, this word: "The King County Board of Education is most appreciative of the increased worth of secretaries who take part in association work and cooperate with time off for attendance at local, state, regional and national events."

OREGON

Portland Association of Elementary School Secretaries

Nellie Meredith, parliamentarian of the association and member-at-large of the state group, has been asked to serve as a member of the panel at the California State Association Regional Conference in February at Santa Barbara. The Portlanders consider this quite an honor and also quite a victory as it will be the first time one of their group has been granted paid time to participate in other than the local workshop.

Lane County Association

The Lane County Association of Educational Secretaries made a tape for a radio program for American Education Week which was aired on November 12 over KASH. Participating in an interview type show were Tom Power, OEA vice-president, Winnie Bolinger, Berniece Gilmour, Iva Williams, and Charlotte Parr. Winnie Bolinger, (the capable editor of Oregon's outstanding Monthly publication "Oregon Tribal Topics") prepared the script.

WASHINGTON

Shoreline

The Shoreline Office Employees Association is planning a super-duper style show for March 10 for the purpose of raising "lots" of money to help defray the expenses of a delegate to the convention in Boulder. The Association has 100 per cent membership—a total of 34.

East Side Association of Educational Secretaries

This news item is long overdue: The East Side Association of Educational Secretaries was formed in February of 1956 and includes the school districts of Bellevue, Bothwell, Issaquah, Lake Washington and Mercer Island. Essa Smith is president.

Auburn

The one-day workshop, held in August, with permission from, and blessings by, the administration, so inspired the group that each secretary is now busy filling a folder with her blood and sweat, fears and tears, hints, ideas and general information from which it is planned will emerge a gem of gems — a Secretary's Handbook. Seattle

SASS donated \$72 to a newspaper-sponsored Christmas Fund for needy children.

Washington Association of Educational Secretaries

The third annual meeting of the Washington Association of Educational Secretaries will be a "How to do it" seminar to be held at the University of Washington, Seattle, on April 11 and 12. Special features will include a section meeting devoted to helping secretaries to make plans for organizing local associations or improving existing associations. Another section will be devoted to "Quality Control" where secretaries will be invited to compare notes on forms, ideas for handling specialized types of filing, etc. An open house will be held at the beautiful new Washington Educational Association building in Seattle.

Plans are going forward to hold a legislative meeting in October 1958 in Olympia, the state capitol, to help educational secretaries of Washington to better understand the educational issues to be met at the ensuing legislative session.

SOUTHEAST REGION

(Alabama, District of Columbia, Florida, Georgia, Kentucky, Mississippi, North and South Carolina, Tennessee, Virginia, West Virginia.)



Mrs. Beulah Tucker Jones, Reporter

3856 Fauquier Avenue, Richmond, Virginia

SOME SOUTHEAST REGION SCHOOLS PROVIDE TIME OFF FOR MEETINGS

Boards of education and school boards may be aware of the advantages offered by the nationwide program of institutes and workshops conducted by the National Association of Educational Secretaries, but they are not, we fear, fully awakened to the value of encouraging their secretaries to participate in this program of professional advancement. Since the ability to attend conferences or institutes is largely dependent upon extra appropriations which secretaries can use on "company time," the scattered reports from the southeastern states suggest that the girls in education in this area have a big selling job before them. There are few spots where boards assume any share of responsibility in time or money for stimulating among secretaries professional growth.

In Washington, D. C., where the secretaries are under the Civil Service Commission, the situation is a little different since the administrators do not have the whole "say." Vacation time must be used for attendance at meetings and workshops, though one of the girls had a two-day leave on "educational assignment" when she went to Philadelphia this past summer. The only financial help comes from the local association. Washington reports an encouraging note, however. The administrators are interested and are willing to support their secretaries in their programs of professional advancement.

So the story goes, over and over, with few exceptions. In Kentucky, the girls have days off as "professional days" for attending institutes and conventions. In some systems of the Blue Grass State not

only are days given but all necessary expenses are also paid. In these instances, the girls give a report to their boards of education when they return.

In Virginia, time off for workshops and the like is usually on "company time" with a portion of the expense paid by the school board. In recent experiences, when many girls have participated in a state event, the amount has been divided equally among them. Contributions from The League of Teachers in Richmond have sometimes been given to the one secretary who has attended a national institute in a city where the NEA Convention is held. At other times, expenses toward a trip to a national conference or institute have been partially borne by the state or local group. When the recipient of these gifts returns, she reports to the League of Richmond Teachers and/or the state or local group. The School Board, when it has contributed funds, does not expect a report, but a letter of acknowledgment is always sent the Board by the RAES.

It seems, from the information gleaned, that the secretary in education in the southeastern area needs to increase her efforts to impress the powers-that-be with her earnestness in seeking to "keep alive" professionally.

The Professional Standards Program, which takes into account education, experience, and professional activity, is a sound argument in defense of the secretary's campaign. As girls all over the country continue to enroll in this Program, boards of education and school boards will be alerted. Already, significant questions are being asked and study committees are being formed. In Richmond, Virginia, a pilot committee from the RAES has been set up at the request of the Administration.

One of the questions being studied is: What is the extent to which the Administration should encourage participation in the Program of Professional Standards of the NAES?

When administrators "perk up their ears" we need to take heart and keep going!"

WASHINGTON, D.C.

Secretarial Association of the Public Schools of the District of Columbia

At the January meeting the chairman, Mrs. Marie Harding arranged a dinner program featuring Miss Julia Turnbull who narrated her trip abroad last summer and showed her collection of colored slides. In one evening of travel, these "working girls" visited England, Scotland, Norway, Denmark and France and enjoyed, in addition, a ten-day cruise through the Fjords of the North Cape.

In April Miss Eleanor McQuaide will be in charge of arrangements and program. Eleanor, an educational secretary by day, is a teacher by night in one of the schools in Washington. At this meeting she will share with each girl present her knowledge of the art of proper make-up and hair-do.

Association of Educational Secretaries of the Public Schools of Washington, D.C.

The spring meeting of this association will be a birthday celebration. In April, this group will celebrate ten years of organized work and of service to the secretaries in the nation's capital.

FLORIDA

Dade County Association of Educational Secretaries

At the February meeting the question of delegates to represent the Association at the Colorado Convention will be considered. This is a significant item of business for these girls who have doubled their membership in the National Association this year!

Olive Herman, the President, is justly proud of the new publication of the Dade County Association, *OFFICE BREAK*. The first issue, published in November, carries this greeting from the Superintendent of Schools, Mr. Joe Hall: "It has been a matter of satisfaction to me to learn of the

professional interest which the educational secretaries have developed. Your workshop last year and your regular meetings have done much to add to the esprit de corps of the group and to make you even more valuable to the Dade County Schools."

GEORGIA

Georgia Association of Educational Secretaries

This Association is looking forward to its state Convention in March. On Friday, the 21st, at 8:00 p.m. there will be a board meeting in Atlanta. The general meeting will follow on Saturday morning at 10:30 o'clock. Mrs. Myrrium Gilstrip is busy making plans for an interesting time at this important state get-together.

All through 1957 Georgia has been busy with meetings in her ten state districts. Space will not permit mentioning the fine work that has been done in these well-organized districts under the leadership of the state President, Sarah Owens. The theme for the year, "Recognition Through Membership," was the point of emphasis in the October issue of *THE GEORGIA EDUCATIONAL SECRETARY*.

KENTUCKY

Kentucky Association of Educational Secretaries

The annual meeting of the Kentucky Association will be held on April 10 at Louisville. Prior to this meeting, however, there will be much activity in the groups that make up the State Association.

Louisville Association

The Louisville Association will meet in February at Louisville with Mrs. Addie Meyer as Chairman. On March 26th the Western Kentucky Association will gather at Kenlake Hotel, Kentucky Lake, Murray, Kentucky. The following persons are making plans for this meeting: Mrs. Ruth Houston of Morganfield; Mrs. Lillie Dunn, Miss Ruth Lassiter, and Mrs. Billie Price, all from Murray.

Jefferson County Association

Mrs. Ann D. Krieger of 1 Cardwell Way, Louisville, Chairman for the Jefferson County Association, will announce later plans for the spring meeting of her group.

VIRGINIA

Virginia Association of Educational Secretaries

The girls in Virginia had a most successful meeting in the fall, thanks to their President, May Joe Craig. While May Joe was in Philadelphia, she pegged down Marion Wood as the speaker for the annual meeting of the VAES. Marion came, and in her own inimitable way, brought to the group information, inspiration and good cheer.

Fairfax Association

The Fairfax Association, which is the youngest association in Virginia, under the leadership of their President, Mary Dye, gave a Christmas emphasis to their meeting early in December. They brought remembrances for a needy family and for a county institution. Plans for the spring were incomplete when the magazine went to press.

Richmond Association

The Richmond Association of Educa-

tional Secretaries under the leadership of Virginia Bauer, President, has chosen "Achieving Goals" as the theme for the year's work. The program has been set up under the following headings: The Secretary and Good Business Techniques; The Secretary and the Social Setting; The Secretary and Personal Charm; The Secretary and Spiritual Values.

The first meeting brought Dr. Peple, head of the Department of English at the University of Richmond, who discussed "Keeping Our English Up-to-date." In January, under the second heading, Mr. Pollard of the Department of Personnel of the Richmond Public Schools, gave a delightful discussion of the topic, "A Pattern for Success." In March, a representative from the Fashion Staff of Miller and Rhoads Department Store, Mrs. Becker, will speak at a dinner meeting on "Fashions and Personality." Finally, in May the Richmond secretaries will go to the Lodge in Williamsburg, Virginia for a luncheon meeting. There, they will hear Mr. Thomas Pugh, Pastor of the Williamsburg Baptist Church, speak on the subject, "Living Where Life Comes Alive."

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The Coffee Break....



EDITOR

EDUCATIONAL SECRETARIES TALK IT OVER...

Margaret Moore, of Butler, Pennsylvania, told me about this time saver: If you have to deal with the same situations over and over, or answer the same questions a dozen times a day, you probably will find that certain phrases gain the needed information or give the proper direction with the fewest words on your part.

It may be only the concise direction "on down the hall on the other side of the stairway" to the beginning student who blunders into the wrong office. It may be three stock questions to students seeking working papers: "Where do you live? Where do you want to work? How old are you?" which tells you whether you are the proper issuing agent, whether his work is legal, and whether he is of legal age to do it.

Margaret continues: Have you thought of writing these much-used phrases down in your handbook for new employees? They will develop their own variations in time, but having the exact phrases in front of them helps them as they start a new job.

Here is a clever solution to a job that we all have to do at some time or another. Jo Campbell, of Jackson, Mississippi, says: When assembling multiple copies of material that has been mimeographed or otherwise duplicated, do not stack the pages along the edge of a table and walk round and round.

Instead, sit down at the table and stack the even-numbered pages at your left, odd-numbered pages at your right, leaving a space directly in front of you vacant (large enough for one page). Put the even-numbered pages in numerical order, the higher numbers being the ones farther away from you; do the same with the odd-numbered pages.

Put the stacks in two or more rows if necessary. For instance, if you were assembling 10 pages and had them in two rows, the two row, farther from you would be from left to right, pages 10, 8, 6, 5, 7, 9; the bottom (nearer) row would be from left to right, pages 4, 2, blank space directly in front of you, 1, 3.

Now you are ready to assemble. Using two rubber finger tips, one on each index or middle finger, reach out simultaneously with both hands in opposite directions and pick up pages 10 and 9, put them on the space left vacant for that purpose, the left hand always going under the right hand. Again reach out with both hands and pick up pages 8 and 7; stack them, left hand leading, on pages 9 and 10; continue with pages 6 and 5, 4 and 3, 2 and 1. Check the first copy to make sure that the pages were assembled in proper order. This is very important. If you have an odd number of pages to assemble, it is better to let the first page be the odd one, as you would be unlikely to staple the copies together without the first page in case you had forgotten to add it, whereas a missing last page might not be noticed until later.

Jo asks, "Is that too complicated? I have taught it to a number of secretaries in our

offices, and most of them have said it saves a great deal of time because of using both hands and not having to walk around. There is a limit to how many pages you can assemble in one operation, because you can reach only so far, and if you have to stretch for the farthest sheets it becomes very tiring. Material running to a large number of pages could be assembled in two or more operations."

No, Jo, it's not complicated and it really saves time and effort.

We don't usually print jokes in this column, but this one, maybe, you ought to hear: What does the word "coincide" mean? Answer: That's what you do when it's raining outside.

June Roberts, in St. Louis, Missouri, reminds secretaries to always hold a pencil in your hand when using the adding machine. In this way when you are ready to write down the figures you have added you do not have to waste time in picking the pencil up and then laying it down again. Does save time.

Now I have never been able to make this one work. Anna Greiss, of Landsowne, Pennsylvania, avers that it does. If you attach many postage stamps, fold the sheets of stamps or the rolls of stamps on the perforations, crease sharply. Tear sheets into strips. Wet the corner of the envelope with a damp sponge (not too wet) with one hand, put the end of the strip of stamps on the damp corner with the other hand, and the stamp sticks and separates from the strip with a gentle pull. The glue does not get washed off the stamps this way.

Do we allow ads in "Coffee Break"? Wilma Haight sends this one:

New Jersey has completed its survey of educational secretaries' salaries throughout the state. Should anyone wish to know how New Jersey pays off, send 50 cents to Miss Emma G. Castner, 12 Carlton Avenue, Washington, New Jersey, and a copy of the Survey will be sent you. Immediately.

Wilma goes on to explain, "We had too many of the darn things printed and would like to sell some of them. It's a good survey — gives 1956-57 and 1957-58 salaries, training, experience in school work, and length of vacations."

A goodly number of these "definitions of phrases used in the business world" have been floating around our office lately. Have you any to add?

A programme: an assignment that can't be completed by one telephone call.

To expedite: to compound confusion with commotion.

Channels: the trail left by inter-office memos.

Co-ordinator: the guy who has a desk between two expeditors.

To activate: to make carbons and add more names to the memo.

Under consideration: never heard of it.

Under active considerations: we're looking in the files for it.

The Editor does thank the contributors to this part of the magazine. As an aided bonus, your "helpful hints" will be sent on to Marion Wood, chairman of the 1959 publication, which as you know, will be a book on efficiency tips. Keep on sending the helpful ideas. Please.

At the fall meeting of the Arizona Educational Secretaries Association, during the "Helpful Hints for Hard-working Hannahs" part of the session, these ideas came forth:

Make a carbon copy of a stencil by placing a sheet of carbon paper under the cushion sheet. This makes proof reading easier.

Make a check list of information sheet for all new faculty members, showing them the information that must be turned in to the Principal's Office, information on keys, parking, conferences times, etc.

When you first step into your office in the morning, look around—from the standpoint of an outsider. What does it look like?



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